

# TOWN OF HARWICH 2003 ANNUAL REPORTS



**2003 Lady Rough Riders of Harwich High School  
South Sectional Champions • Eastern MA/State Champions  
Massachusetts Division 4  
Record: 17-8**

Cover photo courtesy of Fred Thacher

### **Team Roster**

Fred Thacher – Head Coach

Angelina Chilaka – Assistant Coach

Elizabeth Doherty – Assistant Coach

Glen Gonsalves – Assistant Coach

### **Players**

Gina Legge – Captain

Mandie Tune – Captain

Sharee Daluze

Nichole Gomes

Amanda Gonsalves

Jane Kelliher

Dee Miller

Heather Pratt

Danielle Nixon

Kate Robbins

Amy Robinson

Jane Vagenas

### **Managers**

Jackie Farragher

Jill O'Loughlin

Missy Romano

# 2003 ANNUAL REPORT

## OF THE OFFICERS OF THE TOWN OF HARWICH

FOR THE YEAR ENDING DECEMBER 31, 2003



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**CITIZENS ACTIVITY FORM**

## **IN MEMORIAM**

RICHARD BROWN  
Teacher, Harwich High School

EILEEN CAHOON  
Trustee, Brooks Free Library

MAY W. "POLLY" COOPER  
Teacher, Harwich High School

FAITH A. DIVER  
Conservation Commission

DR. MEREDITH DREW  
Teacher, Harwich High School

FREDERICK F. DUNFORD  
Community Services Advisory Board  
Guidance Director & Coach, Harwich High School  
Parks & Recreation Commission  
Pond Study Committee

FRED EBBETT  
Assistant Principal, Athletic Director & Coach  
Harwich High School

RICHARD B. GREENMAN  
Cemetery Administrator & Cemetery Commissioner

JOHN J. HARZ  
Council on Aging

LAWRENCE M. HEWINS  
Personnel Board

WILLIAM A. LINDSTROM  
Maintenance & Custodial Engineer  
Harwich Police Department

IRVING C. SIBLEY  
Council on Aging

NATHANIEL HAWTHORNE SPERBER (2002)  
Conservation Commission  
Waterways Commission

PHILIP "VAN" THOMSON  
Personnel Board

*We remember those who have passed away and are grateful  
for their years of faithful service given to the Town of Harwich*



## ***GIFTS TO THE TOWN***

Louise Andrews  
Atlantic Irrigation  
Annette Burns  
Cape Old Timers' Softball League  
Casual Designs of Harwich Port  
Barbara Cortez  
Cranberry Valley Golf Course Men's Club  
Angela Dalphond  
Richard E. Dunne, Jr.  
Robert Ericson  
Evergreen Landscaping  
Marion Ford  
David Fraser  
Harold Furblur  
Harold Gonsalves  
H & M Nominee Trust  
Handren Bros. Realty Trust  
Hart's Farm Nursery and Garden Center  
Harwich Athletic Association  
Harwich Concrete  
Harwich Conservation Trust  
Harwich Men's Club  
Harwich Port True Value/Just Ask Rental Store  
Jim & Judy Howard  
Norma Hughes  
JAM Specialists, Inc.  
Martha Jeffrey  
Richard Jeffrey

*With gratitude for your thoughtfulness  
and generosity on behalf of the residents  
of the Town of Harwich*

# **GIFTS TO THE TOWN**

## ***continued***

Kreeger Pottery  
William Lyon  
Don & Cele Milbier  
Rick & Pat Moriarty  
Patricia Nichols  
Frances Nickerson  
Nickerson Family Association  
Estate of Harry A. Olson  
Robert B. Our Company  
Catherine Paris  
Ken & Egle Pedini  
Carlotta Pena  
Mr. Proctor  
R&K Landscaping  
Stephen Rhodes  
Scott's Lawn Company  
Charles Gordon Sharpe  
Shaw's Supermarkets  
Sight Loss Services  
Barbara & Ralph Smith  
Society of Cape Cod Craftsmen  
Alex Thomson  
U.S.C.G. Auxiliary  
Christine Wood

*With gratitude for your thoughtfulness  
and generosity on behalf of the residents  
of the Town of Harwich*

# ADMINISTRATION

## Elected Town Officers - 2003

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### BOARD OF SELECTMEN

Donald F. Howell, Chairman	Term expires May 2006
Robert S. Widegren	Term expires May 2005
Bruce Wm. Gibson, Clerk	Term expires May 2005
Peter S. Hughes	Term expires May 2004
Cyd Zeigler, Vice Chair	Term expires May 2004

### HOUSING AUTHORITY

Richard Hoyer	Term expires May 2007
Senna M. Fernandez, Chair	Term expires May 2006
Robert Randolph, Secretary	Term expires May 2006
Brooke Williams, Vice Chair	Term expires May 2005
William Doherty, Treasurer	Term expires May 2004

### MODERATOR

Michael D. Ford, Esq.	Term expires May 2006
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### SCHOOL COMMITTEE

Barbara Prindle-Easton	Term expires May 2006
Mark Russell	Term expires May 2006
Robert S. Carter	Term expires May 2005
Robin D. Wilkins, Chairman	Term expires May 2005
George Dinsmore	Term expires May 2004

### TOWN CLERK

Anita N. Doucette	Term expires May 2004
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### TRUSTEES, BROOKS FREE LIBRARY

Joann Green	Term expires May 2006
Bernadette Waystack	Term expires May 2006
Helene Hargrave	Term expires May 2006
Joan McCarthy	Term expires May 2005
Anne O'Brien, Chairperson	Term expires May 2005
William D. Crowell, Esq.	Term expires May 2004
Senna M. Fernandez	Term expires May 2004

## **WATER COMMISSIONERS**

Don T. Bates, Jr., Chairman	Term expires May 2006
George B. Cavanaugh, Clerk	Term expires May 2005
Danette Gonsalves, Vice Chair	Term expires May 2004

## **BARNSTABLE COUNTY ASSEMBLY OF DELEGATES – ELECTED**

Raymond Gottwald, Harwich Representative

## **BARNSTABLE COUNTY COMMISSIONER - ELECTED**

William Doherty

## **APPOINTED BY THE MODERATOR**

### **CAPE COD REGIONAL TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE**

Lyman E. Culver	Term expires May 2005
Carolyn Crowell	Term expires May 2004

## **FIELD DRIVERS & FENCE VIEWERS**

James M. Noonan	Term expires May 2006
Emulous E. Hall	Term expires May 2005

## **FINANCE COMMITTEE**

Brian Widegren, Chairman	Term expires May 2006
Michael Flores	Term expires May 2006
Edward T. Barrett, II	Term expires May 2005
Arvid Grosword	Term expires May 2005
Barbara McCue	Term expires May 2004
Dana DeCosta	Term expires May 2004

Ann W. Kaplan, Executive Secretary - Appointed by Committee

## **SURVEYOR OF WOOD & LUMBER**

Paul J. Corcoran	Term expires May 2006
------------------	-----------------------

## **TRUSTEES, CALEB CHASE FUND**

William A. Doherty, Jr.	Term expires May 2006
Paul V. Doane	Term expires May 2005
David M. Davis	Term expires May 2004



## **APPOINTED BY THE BOARD OF SELECTMEN**

### **ACTING MUNICIPAL COORDINATOR FOR TOXIC WASTE**

Fire Inspector Henry S. Jessop

Term expires June 30, 2004

### **ADVISORY BOARD FOR COUNTY EXPENDITURES (ABCE)**

Bruce Wm. Gibson

Term expires June 30, 2004

### **BARNSTABLE COUNTY COASTAL RESOURCES COMMITTEE**

Thomas E. Leach, Regular Member/Representative

Term Indefinite

Mark Russell, Alternate Member/Representative

Term Indefinite

### **BARNSTABLE COUNTY HEALTH & HUMAN SERVICES AND ENVIRONMENT - RABIES TASK FORCE**

Paula J. Champagne, RS, CHO - Alternate Representative

### **BARNSTABLE COUNTY WASTE MANAGEMENT ADVISORY COMMITTEE**

Lincoln S. Hooper

Term expires June 30, 2004

### **BARNSTABLE COUNTY "HOME" CONSORTIUM ADVISORY COUNCIL**

Eileen Brady

Term Indefinite

### **BARNSTABLE HEALTH & HUMAN SERVICES LIAISON TO ADVISORY COUNCIL TASK FORCE**

Eleanor Watmough

Term Indefinite

### **CAPE COD COMMISSION REPRESENTATIVE**

Lawrence Cole, Ph.D.

Term expires April 24, 2005

### **CAPE COD JOINT TRANSPORTATION COMMISSION REPRESENTATIVE**

Lincoln Hooper

Term expires on April 24, 2004

Susan Leven, Alternate

Term expires on April 24, 2004

### **CAPE COD REGIONAL TRANSIT AUTHORITY REPRESENTATIVE**

William Doherty

Term expires June 30, 2004

### **FOREST WARDEN**

Fire Chief Robert A. Peterson

Term expires June 30, 2006

### **CHIEF OF POLICE**

William A. Mason

Term expires June 30, 2006

## **EMERGENCY MANAGEMENT DIRECTOR**

Lt. Thomas Gagnon

Term expires June 30, 2004

Recognition to Peter G. Welch (Retired Captain, Harwich Police Dept.)

## **COUNCIL OF SEMASS COMMUNITIES**

Lincoln Hooper

Term Indefinite

Michael Kiernan

Term Indefinite

## **E-911 COMMITTEE**

Terms Indefinite

E911 Coordinator - Engineering Dept.

William A. Mason, Police Chief

Robert A. Peterson, Fire Chief

Wayne C. Melville, Town Administrator

## **HARBORMASTER/NATURAL RESOURCES OFFICER/ WHARFINGER/SHELLFISH CONSTABLE**

Thomas E. Leach

Term expires June 30, 2004

Heinz M. Proft, Assistant

Term expires June 30, 2004

## **HAZARDOUS MATERIALS COORDINATOR**

Robert A. Peterson, Fire Chief

Term expires June 30, 2004

## **HEALTH OFFICER**

Carol A. Topolewski, M. D.

Term expires June 30, 2004

## **LOCAL ORGANIZING COMMITTEE FOR HAZARDOUS WASTE**

Paula J. Champagne, RS, CHO

Term expires June 30, 2004

## **LOWER CAPE COMMUNITY DEVELOPMENT CORPORATION BOARD**

Patricia Whalen

Term Indefinite

## **LOWER CAPE WIRELESS WORKING GROUP REPRESENTATIVE**

Robert S. Widegren

Term Indefinite

## **MUNICIPAL COORDINATOR FOR TOXIC WASTE**

Robert A. Peterson, Fire Chief

Term expires June 30, 2004

## **OIL SPILL COORDINATOR**

Robert A. Peterson, Fire Chief

Term expires June 30, 2004

**REGIONAL ADVISORY BOARD OF THE LOWER/OUTER CAPE  
HEALTH AND HUMAN SERVICES COALITION  
REGIONAL SMALL CITIES GRANT FOR CHILD CARE  
AND TRANSPORTATION APPLICATION PROCESS**

Mary Belle Small, Senior Representative  
Susan Peterson, Child Care Representative

**RIGHT-TO-KNOW COORDINATOR  
FOR HAZARDOUS MATERIALS**

Henry S. Jessop, Fire Inspector                      Term expires June 30, 2004

**ROUTE 6 TASK FORCE**

William Mason, Police Chief                      Term expires June 30, 2004

**TOWN ACCOUNTANT**

Margaret M. Gallagher                      Term expires June 30, 2004

**TOWN COUNSEL**

Kopelman & Paige, P.C.                      Term Indefinite

**TOWN COUNSEL (SPECIAL-REAL ESTATE MATTERS)**

Michael D. Ford, Esq.                      Term Indefinite

**AFFORDABLE HOUSING-  
FOUR TOWN ADVISORY COUNCIL (EOCD)**

Term Indefinite

Marilyn Barry                      Pamela Phipps  
Wayne Ellis                      Alexander G. Tod

**ARCHITECTURAL ADVISORY COMMITTEE**

David Bowley                      Term expires June 30, 2006  
Barbara S. Josselyn                      Term expires June 30, 2005  
Edward W. Balicki                      Term expires June 30, 2004  
John Sullivan                      Term expires June 30, 2004  
Robert Waugh                      Term expires June 30, 2004

Recognition to: Laurie Moore, Pamela Purdy (terms expired), Robert  
Cybulski (resigned)

**BIKEWAYS COMMITTEE**

All terms expire June 30, 2004

Lew Ashton                      Hugh "Tim" Millar, Chair  
Albert Cline                      William Reuss  
Robert Marshall                      Maurice Yoffee  
Barry Worth



### **BOARD OF APPEALS - REGULAR MEMBERS**

William Jussila, Chair	Term expires June 30, 2006
Harry J. Martello	Term expires June 30, 2006
George Cavanaugh	Term expires June 30, 2005
Christopher Hemeon	Term expires June 30, 2004
Recognition to: John Ferriera (term expired), Donna Peterson (resigned)	

### **BOARD OF APPEALS - ASSOCIATE MEMBERS**

Jack E. Brown	Term expires June 30, 2006
Murray Johnson	Term expires June 30, 2006
Susan Brauner	Term expires June 30, 2005
Kathleen Grenier	Term expires June 30, 2004
Richard Flink	Term expires June 30, 2004

### **BOARD OF ASSESSORS**

John C. Neudorfer	Term expires June 30, 2006
Barry A. Hemeon, Chair	Term expires June 30, 2005
Robert S. Neese	Term expires June 30, 2004

### **BOARD OF HEALTH**

Mary Jane Watson	Term expires June 30, 2006
Francis C. Sampson, Chairman	Term expires June 30, 2005
Linda Schultz	Term expires June 30, 2005
Marina Brock	Term expires June 30, 2005
Dr. Stanley Kocot	Term expires June 30, 2004

### **BOARD OF REGISTRARS**

Louise Mihovan	Term expires June 30, 2006
Geraldine Lee	Term expires June 30, 2005
Ann M. Kelly, Chair	Term expires June 30, 2004

### **BROOKS ACADEMY MUSEUM COMMITTEE**

All terms expire June 30, 2004

Ed McManus, Chairman	Christine Wood, Secretary
Brian Murphy, Vice Chair	Stanley E. Vizard

### **BUILDING CODE BOARD OF APPEALS**

Harry Ellis	Term expires June 30, 2006
David Veelenturf	Term expires June 30, 2006
Richard Flink	Term expires June 30, 2005
Eric J. Winer	Term expires June 30, 2004

Recognition to Wayne Ellis (resigned)



## **BY-LAW/CHARTER REVIEW COMMITTEE**

Anita Doucette	Term expires June 30, 2006
Raymond Jefferson	Term expires June 30, 2006
Barry A. Hemeon	Term expires June 30, 2005
Winifred E. Ovaska, Chair	Term expires June 30, 2004
William A. Doherty	Term expires June 30, 2004

## **CABLEVISION ADVISORY BOARD**

Richard Morris	Term expires June 30, 2006
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## **CAPITAL OUTLAY COMMITTEE**

Dana DeCosta	Term expires June 30, 2006
John J. Brooks, Jr.	Term expires June 30, 2006
Lawrence Cole, Chair	Term expires June 30, 2005
Barbara McCue	Term expires June 30, 2004
Angelo LaMantia	Term expires June 30, 2004
Robert Owens	Term expires June 30, 2004

Recognition to: Anne Magor, Mark McGowan (terms expired)

## **CEMETERY COMMISSION**

Nancy Roy, Cemetery Administrator

Roger Hamel	Term expires June 30, 2006
Forrest Eaton, Sr., Chair	Term expires June 30, 2005
Olga Forrest	Term expires June 30, 2004

Recognition to: David Fraser (term expired)

## **CHANNEL 18 ADVISORY COMMITTEE**

Jill M. Mason, Station Manager

Dr. John L. Roche	Term expires June 30, 2006
Joseph A. Pino	Term expires June 30, 2005
Edward Etsten	Term expires June 30, 2004
Peggy Gabour	Term expires June 30, 2004
Al Rosenberg	Term expires June 30, 2004

## **COMMUNITY CENTER FACILITIES COMMITTEE**

Beverly Kelsey	Term expires June 30, 2005
Francis Crowley (Rec & Youth)	Term expires June 30, 2005
James M. Noonan (Council on Aging)	Term expires June 30, 2004
James B. Tompkins, Chair	Term expires June 30, 2004

Recognition to: Mary Clarke (term expired)

## **CONSERVATION COMMISSION**

John Chatham, Conservation Agent

Terry Bauer, Chair	Term expires June 30, 2006
Chester Berg	Term expires June 30, 2006
Charles Palmer	Term expires June 30, 2006
Lindsay Strode	Term expires June 30, 2005
Robert Bourgoïn	Term expires June 30, 2005
Bill Zoino	Term expires June 30, 2004
Marcy B. Ford	Term expires June 30, 2004

## **CONSTABLES**

James M. Noonan	Term expires June 30, 2006
Emulous E. Hall	Term expires June 30, 2005
John Gatesford	Term expires June 30, 2004

Recognition to Wayne Ellis (resigned)

## **COUNCIL ON AGING**

Barbara-Anne Foley, Director

Barbara Bliss, Chair	Term expires June 30, 2006
Glenn Gannon	Term expires June 30, 2006
James M. Noonan, Treasurer	Term expires June 30, 2006
Virginia Hewitt	Term expires June 30, 2005
Myra Springer	Term expires June 30, 2005
James B. Tompkins, Secretary	Term expires June 30, 2005
Raymond Gottwald	Term expires June 30, 2005
Christine S. Wood	Term expires June 30, 2004
Marie MacKay	Term expires June 30, 2004

Recognition to: Liz Watkins, Hager Johnson, Robert McCarthy, (resigned),  
Vahan Kachadoorian

## **DESIGNER SELECTION REVIEW COMMITTEE**

Term Expire June 30, 2004

Joseph Borgesi, Town Engineer	Raymond Jefferson
Colin Stevenson	

## **DISABILITY RIGHTS COMMITTEE**

Catherine Curran	Term expires June 30, 2006
Jean Ann McLaughlin	Term expires June 30, 2005
Carla Burke	Term expires June 30, 2005
Virginia McCann, Chair	Term expires June 30, 2004
Bruce McCulloch	Term expires June 30, 2004

Recognition to: Rita O'Neil, Kathleen Griffin, Anthony Germann,  
Barbara Yamamoto, Robert Cybulski (resigned)

## **GOLF COMMISSION**

George O. Boulé, III, Chairman	Term expires June 30, 2006
Arthur F. Watson	Term expires June 30, 2006
John Halliday	Term expires June 30, 2006
Jeff Driscoll	Term expires June 30, 2005
Anthony Pagliaro	Term expires June 30, 2005
Michael Fortier	Term expires June 30, 2004
Joan Garrity	Term expires June 30, 2004

Recognition to: Robert Chase (resigned)

## **18 HOLE GOLF COURSE SITE SELECTION COMMITTEE**

Terms Indefinite

Earl Brothers	William R. Lown
Roger G. Cove	Wayne C. Melville
Philip S. Eagan	Bruce Nightingale
Michael Fortier	Theodore W. Stein, Chair
Peter S. Hughes (Liaison)	Walter Tebo

## **CRANBERRY VALLEY CLUB HOUSE AND MAINTENANCE FACILITY BUILDING COMMITTEE**

Terms Indefinite

Jeffrey S. Driscoll	Colin Leonard
John Halliday, Chair	Doris Morgan
Robert Handler	George O. Boulé, III
Dennis P. Hoye	G. Raymond Jefferson, Alternate

## **HARWICH CENTER INITIATIVE COMMITTEE**

Terms Expire June 30, 2004

Paul Anastasio	Edward McManus
Forest Eaton, Sr.	Brian Murphy
Suzy McDowell	Betty Schneiderhan, Chair
Ruth J. Kitchen	Stanley E. Vizard
Christine Wood	Greg Winston
Robert Bradley	

Recognition to: Jean Ann McLaughlin, Hagar Johnson

## **HARWICH CULTURAL COUNCIL**

Barbara Johnson	Term expires June 30, 2005
Christine Mendes	Term expires June 30, 2004
Kerry Veary	Term expires June 30, 2004
Laura Beitler-Christakis, Chair	Term expires June 30, 2004
Trish Newby	Term expires June 30, 2004
Scott Shaw	Term expires June 30, 2004



### **HERRING RIVER WATERSHED STUDY COMMITTEE**

Eric Levy	Term expires June 30, 2006
Linda Schultz	Term expires June 30, 2005
Richard Thomas	Term expires June 30, 2005
Richard Morris	Term expires June 30, 2004

Recognition to: Kathy Arcangeli, Mary Jane Curran (resigned)

### **HISTORIC DISTRICT COMMISSION**

Karen Stello	Term expires June 30, 2006
Betty Schneiderhan	Term expires June 30, 2005
Alexander Zaykai	Term expires June 30, 2005
Greg Winston	Term expires June 30, 2005
Peter Antonellis	Term expires June 30, 2005
Tom Rioux	Term expires June 30, 2004
Robert Bradley	Term expires June 30, 2004
Derek Lincoln, Associate Member	Term expires June 30, 2004

### **HISTORICAL COMMISSION**

Christine S. Wood	Term expires June 30, 2006
Philip S. Eagan	Term expires June 30, 2005
Robert R. Marshall	Term expires June 30, 2004
A. David Palmer, Jr., Chair	Term expires June 30, 2004

### **HOUSING COMMITTEE, HARWICH**

Donald Mackay	Term expires June 30, 2006
David Purdy	Term expires June 30, 2006
Tom Huckman	Term expires June 30, 2005
Angelo S. LaMantia	Term expires June 30, 2005
Edward McManus, Chairman	Term expires June 30, 2004
Jeanne Heroux	Term expires June 30, 2004
Eileen Brady	Term expires June 30, 2004
William Doherty	Term expires June 30, 2004

Recognition to: Jean Ann McLaughlin, Christine Wood (terms expired), Lee Hamilton (resigned)

### **HUMAN SERVICES ADVISORY COMMITTEE**

Anthony Pagliaro	Term expires June 30, 2006
Rev. Harlow T. Doliber	Term expires June 30, 2006
James Tompkins	Term expires June 30, 2006
Robert Spidle	Term expires June 30, 2005
John Jennings	Term expires June 30, 2004

Recognition to: James M. Noonan (resigned)



## **INSURANCE COMMITTEE**

Terms expire June 30, 2004

Henry Drewes  
William Dillon  
Richard E. Dunne, Jr.

B. Phillips Foster, Chair  
Robert E. Lee

## **LOCAL PARTNERSHIP FOR ECONOMIC DEVELOPMENT**

Terms Expire June 30, 2004

Robert Lewis  
Richard Young  
Lawrence Brophy

Glenn Gannon  
Chet Kaufman

## **PLANNING BOARD-REGULAR MEMBERS**

William Baldwin	Term expires June 30, 2006
George Dinsmore	Term expires June 30, 2006
Tidal B. Henry	Term expires June 30, 2006
Bruce Nightingale	Term expires June 30, 2006
Lawrence E. Brophy	Term expires June 30, 2005
Robert Owens	Term expires June 30, 2005
W. Matthew Hart	Term expires June 30, 2004
William E. Stoltz	Term expires June 30, 2004
Angelo La Mantia, Chairman	Term expires June 30, 2004

## **PLANNING BOARD-ALTERNATE MEMBERS**

Richard Dunne	Term expires June 30, 2006
Elaine Bellafeuille	Term expires June 30, 2005

Recognition to: Philip Eagan, David Marsland (terms expired)

## **PLEASANT BAY RESOURCE MANAGEMENT ALLIANCE STEERING COMMITTEE**

Allin Thompson	Term Indefinite
Larry Ballantine, Alternate Member	

## **PLEASANT BAY RESOURCE MANAGEMENT ALLIANCE TECHNICAL RESOURCE COMMITTEE**

Terms Indefinite

Thomas E. Leach (Harbor/NRO)	Frank Sampson (Board of Health)
John Chatham (Conservation Commission)	Charleen Greenhalgh (Planning Board)

## **POLICE STATION BUILDING COMMITTEE**

Terms Indefinite

Raymond Jefferson, Chairman

Norman Clarke, Vice Chair

Geoff Wiegman, Clerk

Franco Previd

Ursula Corbett

Debra DeCosta

John J. Brooks, Jr.

Richard Hoyer

## **PUBLIC SAFETY ADVSORY COMMITTEE**

Terms Indefinite

Debra DeCosta, Chair

Raymond Jefferson, Vice Chair

Barry Worth, Clerk

Barry A. Hemeon

Alfred Hurst

David Marsland

Charles Kenney

## **REAL ESTATE & OPEN SPACE COMMITTEE**

Margo L. Fenn

Term expires June 30, 2006

Francis Worrell

Term expires June 30, 2005

D. Isabel Smith, Chair

Term expires June 30, 2005

Douglas D. Stanford

Term expires June 30, 2005

Tim Millar

Term expires June 30, 2004

Robert S. Neese

Term expires June 30, 2004

Paul Widegren

Term expires June 30, 2004

Recognition to: Beverly Nightingale, Philip Eagan (resigned)

## **RECREATION & YOUTH COMMISSION**

Anne M. Schweizer, Director

David Sadoski

Term expires June 30, 2006

Karyn Morris

Term expires June 30, 2006

William Griswold, Chair

Term expires June 30, 2006

David Nixon

Term expires June 30, 2005

Gerald McGrain, Treasurer

Term expires June 30, 2005

Francis Crowley

Term expires June 30, 2004

Vahan Khachadoorian, Vice Chair

Term expires June 30, 2004

Recognition to: Mary E. Clark (term expired), Laura Christakis (resigned)

## **RECYCLING COMMITTEE**

Dr. Pamela G. Latimer

Term expires June 30, 2005

Cindy Mather

Term expires June 30, 2005

William Doherty

Term expires June 30, 2004

Bud Presti

Term expires June 30, 2004

Recognition to: John Roy (resigned), Patricia Carney (term expired)

## **SCHOOL BUILDING COMMITTEE**

Terms Indefinite

John F. Burke, Chairman  
Mary E. Clarke  
Catherine Farrell  
Franco Previd

Richard Hoyer  
Mark Russell, Esq.  
Dan Speakman

## **SHELLFISH CONSTABLES (VOLUNTARY)**

Terms Expire June 30, 2004

James Coyle

Ron Saulnier

## **SHELLFISH & MARINE WATER QUALITY COMMITTEE**

Robert Dowling	Term expires June 30, 2006
Michael Schreiber	Term expires June 30, 2006
Heinz M. Proft	Term expires June 30, 2005
Charles Beggs	Term expires June 30, 2004
Thomas E. Leach	Term expires June 30, 2004
Francis C. Sampson	Term expires June 30, 2004

Recognition to: Michael Dempsey (term expired)

## **TECHNOLOGY COMMITTEE**

Elizabeth Watkins	Term expires June 30, 2006
Fred C. Calabrese	Term expires June 30, 2005
Alan Speakman	Term expires June 30, 2005

Recognition to: Ray Jefferson (term expired), Robert Tombs (resigned)

## **TOWN FOREST COMMITTEE**

Raymond L. Thacher, Chair	Term expires June 30, 2006
Tim Millar	Term expires June 30, 2006
Sheldon J. Thayer, Jr.	Term expires June 30, 2004

## **TOWN-WIDE WATER QUALITY MANAGEMENT TASK FORCE**

Terms Indefinite

Larry Ballantine	Barbara Murphy
Danette Gonsalves	Charles Palmer
Robert Goodwin	Kenneth Pedini
Raymond Gottwald	Anthony J. Piro
Matt Hart	Frank C. Sampson, Chair
Stanley Kocot	



## **TRAFFIC SAFETY COMMITTEE**

Terms Expire June 30, 2004

Barbara L. Yamamoto, Chair  
Robert Cybulski, Co-Chair  
Oliver E. Pelton, Secretary  
George Dinsmore

Paul McAllister  
William L. Reuss  
Gerald Beltis

## **TREASURE CHEST VOLUNTEER COMMITTEE**

Terms Expire June 30, 2004

Pauline Ashton, Chair  
Leo H. Baumlin  
Alberto Kucha  
Valerie McClennan  
Elizabeth Watkins  
Joan Jones  
Joan Smith  
Sheila Eldredge  
Andrew Kenney

Ann & Francis Preston  
Jack Hammond  
Robert Rathburn  
Paul & Rosemary Thibeau  
Myra Springer  
Ann Thiffault  
Carol Palmer  
Jack Hammond  
Tom Tomasian

## **UTILITY & ENERGY CONSERVATION COMMISSION**

Barry Worth, Chair  
Robert R. Marshall  
Dr. Lawrence Cole  
William Doherty

Term expires June 30, 2006  
Term expires June 30, 2005  
Term expires June 30, 2004  
Term expires June 30, 2004

## **VOTER INFORMATION COMMITTEE**

Terms Indefinite

James B. Tompkins  
Kathryn Brophy

Paul Sullivan  
Sandra Barry

## **WATERWAYS COMMISSION**

Murray Johnson  
John F. Clancy  
Paul G. Donovan, Jr., Chair  
W. Matthew Hart  
John Lee Scarbrough  
Eric Winer  
William J. McShane

Term expires June 30, 2006  
Term expires June 30, 2006  
Term expires June 30, 2005  
Term expires June 30, 2005  
Term expires June 30, 2004  
Term expires June 30, 2004  
Term expires June 30, 2004

Recognition to: Charles Beggs (term expired), Alan McMullen (resigned)



## **YOUTH CONSULTATION STUDY COMMITTEE**

Sheila House, Youth & Family Counselor

Marjorie Campanella	Term expires June 30, 2006
Ann Emerson	Term expires June 30, 2006
Jill Monast	Term expires June 30, 2005
James B. Hartley	Term expires June 30, 2005

Karyn Morris	Term expires June 30, 2005
Linnea N. Snow	Term expires June 30, 2004
Jeanne Heroux	Term expires June 30, 2004

Recognition to: Ellen Cowan (term expired)

## *Report of the* **Board of Selectmen**

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The year began on an ominous note at all levels. As the Federal Government began to make its case for war against Iraq, our newly elected Governor of the Commonwealth of Massachusetts addressed a packed meeting of the Massachusetts Municipal Association to tell local officials (including your Selectmen) that the financial condition of the State was in crisis. As a consequence, the Commonwealth would be targeting reductions in local and educational aid funds in order to limit reductions to medical and social programs. Locally, town contributions to health plan costs began to soar out of control. Anyone with an investment in the stock market was seeing his or her savings sinking daily as new financial market scandals were revealed. Against this backdrop, the Board of Selectmen set out to conduct the Town's business.

Along with the ongoing responsibility to make appointments to various boards and committees, meeting with each annually to review their concerns, issuing licenses, dispensing funds from the Caleb Chase Fund and sitting in judgment at dog hearings, many pressing issues came before the Board during the year. Certainly, none was more pressing than formulating a budget in these trying times. Some long-time residents experienced a dramatic increase in their share of the Town's tax load, since their properties were located near other desirable properties where buyers were purchasing at premium prices driven by the forces of supply and demand. Even as the State backed away from its financial commitments, the Board wrestled with balancing a budget without raising taxes or deeply cutting services to its citizens. As one of us was fond of saying, we "worked the problem through" almost daily until we arrived at Town Meeting. These weren't easy times, but as always, we had an advantage that we had come to count on for over three centuries; the enduring dedication of the Town's volunteers and the involvement of its citizens at-large. The 2003 Annual Town Meeting passed a Budget of \$39,005,226, which was balanced through an increase in Water rates.

While the money issues were being discussed, issues of daily life, some small and some big (but all important), continued to come before the Board. Two of the most prominent issues throughout the year involved water, salt and fresh.

Our drinking water was a major consideration during the year. Early in 2003, the Board asked about the possibility of the Water Department (through its Board of Water Commissioners) raising its rates to help the Town during its financial crisis. Thus began a long running discussion with Water officials and residents at-large about Water system capital needs as well as the deeper

question of how we have been funding the Water system. At first, the Board was looking for a temporary sharing of Water funds to help the Town through the financial troubles. In exchange, the Board of Selectmen pledged to support the eventual transition to an Enterprise Fund, whereby the Water fees would be retained exclusively in the Water Department for use in both operational and capital expenses. In other words, the Water Department rates would sustain the entire cost of its current needs as well as expensive capital projects, such as water storage and water mains. These had previously been funded by the Town's taxpayers authorizing the Town to borrow and service the debt.

At first, there was a movement to push an Enterprise Fund through the 2003 Annual Town Meeting with no preparation. After Town Meeting rejected this notion, a larger discussion began to focus on special State legislation, in place for decades, which mandated all Water revenues be kept for Water expenses. Dialogue continued concerning what expenses the Water Department felt the Town owed to it even as the Town identified its own expenses attributable to the Water Department. Chief among these latter expenses were Health Plan costs for Water Department employees which the Town had always paid out of general receipts. As the year progressed, all sides had agreed that Water receipts were legally required to go toward Water expenses, even under the old legislation. We continue to work together at identifying those expenses (direct and indirect) attributable to the Town as well as the Water Department. Ultimately, it was concluded that by applying Water receipts to Water expenses, the needs of the Water system could be satisfied. As such, by the end of the year the need for an Enterprise Fund had slowly slipped away.

Meanwhile, slips of another sort began to occupy the Board's attention. Claims began to surface of unfair practices in "private" boatyards and mooring fields along our shorelines. The Board asked Mr. Zeigler to work with the Waterways Commission to examine issues of fairness. Even as the Commission began to sort through these issues, the State Inspector General Office issued a report on the need to change practices by moving toward town control of all public moorings and slips. Our own legal advice stated that changes needed to be made in Harbor Management practices. Methodically, the Waterways Commission worked its way through the many issues and sent proposed regulations to the Board of Selectmen for hearings. The main issue was clear, the harbors were not "owned" by any private party, but rather the citizens of the Commonwealth of Massachusetts. The term "fair and equitable" was heard repeatedly during hearings that spanned many months.

The discussions centered on a problem which was a challenge to solve; how would we convert the current private arrangement to a publicly controlled one



benefiting the Town's people (and the Commonwealth), while at the same time maintaining the viability of boatyards upon which many boaters depend? These issues were discussed many times at Selectmen's meetings, including two formal hearings held to solicit public opinion. As the year drew to a close, the Board asked Mr. Hughes to join Mr. Zeigler in crafting a final draft of revised policies. Working with Assistant Town Administrator Rene Read, these regulations came forward in draft form and were scheduled for final hearings in early 2004.

Housing also continued to be a focus throughout the year. Early in 2003, the Housing Committee came before the Board requesting support for various affordable housing articles. Some articles proposed to utilize Town-owned land parcels to build housing. One article put forth a Harwich Housing Strategy. During the course of months of discussion, the Board voted to support the use of a parcel on Driftwood Lane for affordable housing and to support the housing strategy.

After hearing from many voters, the Board voted to amend the Driftwood article to address local residents' concerns that any housing built be for purchase and not for rental. Unfortunately, neither the amendment nor the main motion (to build affordable rentals) passed at the Annual Town Meeting by the required 2/3 vote (the latter missing by just 6 votes). On a positive note, the housing strategy passed overwhelmingly. This passage became an important issue as the year progressed, as it was the existence of such a strategy which convinced the Commonwealth to recertify Harwich's compliance with Executive Order 418. This certification is done yearly and a failure to achieve it would imperil the Town's eligibility to receive state grants. Incredibly, even grants to private nonprofit organizations would have been affected. The Board feels it is time to stop talking about housing and actually get something accomplished.

Recognizing the urgency of the situation, the Board continued to focus on housing issues. The end of the year saw an entire Selectmen's meeting devoted to the issue, as over a half dozen housing advocacy groups made presentations. The Board committed to establishing an Affordable Housing Trust Fund and to look into possible scenarios for Town-owned property along Great Western Road. We are hopeful that other initiatives will see their way to the 2004 Annual Town Meeting and remain committed to our goal of moving people into decent housing so that we may preserve opportunities for our working families.

Other issues which came before the Board through the year included:

- Resolving the physical problems of our aging police station and then establishing a Police Headquarters Preliminary Planning Committee.



- Adopting a new seven year Capital Plan.
- Approving a lease for a new Visitor's Center at the Schoolhouse parking lot to be built by the Harwich Chamber of Commerce. This building will include new rest room facilities.
- Voting to increase the Senior Citizen Tax Exemption from \$500 to \$600.
- Supporting the work of the Elementary School Building Committee as it oversaw the completion of that school.
- Continuing to explore the viability of land-based wind power generation in Harwich.
- Adopting Herring Regulations as well as approving a contract to repair the run.
- Supporting the concept of a volunteer built ball field complex behind the Community Center.
- Working with the Charter/By-Law Review Committee to adopt a revised Charter.
- Approving a student-built nature trail behind the High School.
- Setting up a task force to review options for mitigating the intrusion of Codium sea weed on our beaches (and the consequent objectionable odor).
- Listening to concerns from our nonresident taxpayers at our annual August meeting set up for that purpose and trying to find a consensus on the Board for a way to better address those concerns.
- Approving a sidewalk on Oak Street to connect residents of Pine Oaks III with the Community Center.
- Finalizing the purchase of the so-called Copelas property for open space.
- Establishing a task force to look into the possibility of Harwich participating in the Community Preservation Act.
- Voting to approve repairs to the Allen Harbor Bulkhead.
- Setting up a committee consisting of two Selectmen, two Finance Committee members and two School Committee members to develop an overall plan for renovations to the High School.
- Pursuing the Town's options in leasing out the South Harwich Meeting House, the old Recreation and Youth Building on Sisson Road and the

West Harwich School Building, and thereby maintaining and upgrading these properties.

- Adopting minimum standards for private roads in order to qualify to be plowed, and
- Holding a public discussion with Assessors to educate the public as to how properties are assessed.

Any report would be lacking if it did not recognize the importance of the Town's people in accomplishing the work of the Town. Certainly, we can never thank them enough for their selfless efforts. There are also numerous dedicated individuals inside your government. This year, some of the faces changed. We would like to recognize the departure of a longtime dedicated public servant, Fire Chief Robert Peterson. We, likewise, wish to welcome newly promoted Fire Chief Wil Remillard. Also, we extend our congratulations to Lincoln Hooper, who was promoted from within to Highways Director. Closer to home, as the year came to a close, we learned that two longtime Selectmen, Peter Hughes and Cyd Zeigler would not be seeking reelection. This would represent the first time since the Charter went from three to five selectmen that two incumbents chose not to run in the same election year. Their colleagues will miss their combined fifteen years of experience. For all those arriving at new positions, we say welcome. For all those departing, whether singled out here or not, we wish you nothing but the best. In all cases, your Town and this Board thank you.

Donald F. Howell, *Chairman*

Cyd Zeigler, *Vice Chairman*

Bruce Wm. Gibson, *Clerk*

Peter S. Hughes, *Interview Committee*

Robert S. Widegren, *Interview Committee*

*Harwich Board of Selectmen*

# *Report of the* **Town Administrator**

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The May 2003 Annual Town Meeting spent \$41,960,553, an increase of \$3.3 million from the prior year. A budget increase of approximately \$2,000,000 was the primary reason for this increase. The budget increase included \$700,000 in employee fringe benefits, \$520,000 to the General Government operating budget, \$446,000 to the School, \$280,000 to the Tech School and, \$75,000 additional Land Bank expenses related to principal and interest payments. For the second year in a row, there were no capital exclusions or overrides. There were three debt exclusions having a total value of \$493,460. This significant reduction in ballot questions represents the policy of the Board of Selectmen to stabilize and ultimately reduce the tax increases of the past few years. This policy was clearly stated in their budget message and they followed through by significantly limiting the number of ballot questions placed before the voters. Free cash appropriations increased by \$1,000,000 at the May 2003 Annual Town Meeting, reflecting an increase in certified free cash of \$1.4 million over the prior year.

The 2003 Annual Town Meeting raised and appropriated \$1.2 million more than the May 2002 Annual Town Meeting. This figure included \$1.1 million in new taxes and an increase in estimated receipts of \$1.3 million. This increase was necessary to offset a \$1.2 million decline in net State aid available to the Town. The \$1.1 million in additional taxes was generated by a 2 1/2 % increase of \$564,000 and new growth of \$573,000. The precipitous loss of State aid represented a significant challenge to the Town during FY 2003. The impact of that lost aid is expected to be felt by the Town for years to come. Due to the strength of our reserves, we were able to increase our estimated receipts to a level to offset that State aid loss. However, this action will have a corresponding, inversely proportional impact on future free cash certifications. The challenge for the coming year will be to attempt to build those reserves back to a healthy level through restrained spending in anticipation of less free cash available to the Town one year later.

There was one Special Town Meeting held during the year 2003. The May 6, 2003 Special Town Meeting was held for the purpose of replenishing the Town's Reserve Fund and \$667,000 was appropriated and transferred into the Town's group health insurance, the construction and demolition debris revolving fund, the School's Special Education account, and gasoline, each of which experienced significant shortfalls during the year. Group health insurance in particular is expected to present significant financial problems to the Town for the next several years as the cost of health care rises faster than the



Town's ability to raise revenue. The impact of increasing fringe benefit costs is overshadowed only by the loss of State aid as the fiscal problem of Fiscal Year 2003.

The Fiscal Year 2004 tax rate of \$6.60, down from \$8.02, was certified by the Massachusetts Department of Revenue in September of 2003. For the second year in a row, the Assessor's Office managed to get a tax rate certified in September. Their efforts and the certification of the tax rate at the earliest possible date have placed the Town in the enviable position of not having to borrow in the anticipation of tax revenue for more than twenty years. Our reserves are painfully thin and we may need to borrow in anticipation of revenue next year, but the efforts of the Assessor's Office should be recognized in holding off that prospect for at least another year and saving the taxpayers significant interest charges as a consequence.

Similarly, free cash was certified very early this year thanks to the Town Accountant and her staff. In November of 2003, the Department of Revenue certified free cash at \$3,556,242, down from \$3,913,104 one year ago. Free cash is expected to fall once again next year because the Town was forced to increase our spending of estimated local receipts. That increase will reduce the amount of local receipts in excess of estimate that annually contribute to the free cash level.

One positive piece of financial news involves the repayment of debt incurred by the Town. Total debt service in 2003 totaled \$5,013,966. Debt service fell to \$4,942,767 in Fiscal Year 2004 and is expected to fall to \$3.7 million in Fiscal Year 2005. Several issues were paid off over this period of time. The two most significant contributors to this decline in debt service are the complete repayment of the borrowing for the Middle School project incurred in 1989, and the beginning of principal payments on the Elementary School project in 2001. There is already a noticeable downward pressure on the tax rate attributable to the reduction in debt service. This downward pressure will continue unless new debt is added in excess of the annual repayment.

There were no contract settlements with respect to collective bargaining during Fiscal Year 2003. Five contracts including two Police unions, Firefighters, Highway and Maintenance and the Employee Association had contracts that expired on June 30, 2003. I did propose a new non-union wage scale that was adopted by the Town Meeting that accomplishes two important goals.

1. There are ten steps in the new system compared to six. This will help to address the significant underpayment of department heads in Harwich compared to other towns.



2. Annual increases between steps are limited to 2 1/2 %, replacing the approximately 5% increases that existed previously. This makes the plan affordable in that it limits the mandatory increases to the Town's ability to raise taxes.

I hired one department head during 2003. Lincoln Hooper was hired as the Director of Highway and Maintenance in March.

The way in which water receipts are accounted for changed significantly at the end of Fiscal Year 2003. The Massachusetts Department of Revenue ruled that all revenues collected by the Water Department are first to be applied against their operating budget, and then their capital expenditures, and thereafter, held in reserve for future capital spending so long as the amount held in reserve does not exceed total cost of the projected capital expenditures of that department. Previously, the general fund concept had been applied to the Water Department funding as well. The Water Department had a significant increase in rates during 2003 and much of the year was spent debating the best way to preserve those revenues for future capital expenditures of that department. The proposal to establish an Enterprise Fund is being held in abeyance by the Water Commissioners as it has become apparent that they currently have the mechanism to hold receipts of that department in a fund comparable to and separate from the Town's general fund to address their future operating and capital needs. The future focus of both the Water Department and the Town will be to agree upon projected revenue for the coming year, and thereafter, to match the Water Department's spending with those projected revenues plus any funds from past years that have been certified and held in reserve for Water Department spending.

During 2003, a significant amount of time was spent by this office addressing the lead and asbestos problems at the Harwich Police Department. Thanks to the efforts of the Board of Selectmen, Health Director Paula Champagne, and Assistant Town Administrator René Read, I am pleased to report that the lead and asbestos contamination has been totally abated and the building has been thoroughly cleaned. Cleaning protocols have been established, the custodial staff of the Police Department has been trained, and new equipment has been purchased in an effort to maintain the building's current state. At year end, a Request for Proposals has been advertised to select a contractor to install a new HVAC system at the Harwich Police Station.

With the assistance of the new Director of Highway and Maintenance, Lincoln Hooper, criteria was established for the continued plowing of private roads. Those criteria were adopted by the Board of Selectmen. Abutters to private roads will be given a full year to meet the criteria before the Town advises abutters that their roads will no longer be plowed. This practice is utilized in several other communities and is designed to address the situations

where the Town regularly damages equipment and places its employees in unsafe conditions in an effort to plow some private roads that are in need of widening or reconstruction.

I assisted with the negotiation of the lease between the Town and the Chamber of Commerce, which resulted in the construction of a new Chamber of Commerce building at School House parking lot in Harwich Port during 2003. This project represents the culmination of almost five years of effort by Chamber members, members of the Board of Selectmen and particularly Peter Hughes who had the vision and got to see the project completed while he was still on the Board.

During last year, the Town made several technological advances that should prove beneficial to residents. The sale of beach stickers and dump stickers was fully automated. Computers and software was purchased, our staff was trained, and after one year, we now have a list of sticker holders that is automated and will promote our ability to renew those stickers by mail. We also announced that for the first time, taxpayers can pay their tax bills on-line.

In 2003, Administrative Secretary, Audrey Bouvier, completed her training and was designated as a Massachusetts Certified Public Purchasing Official. This designation culminates two years of effort. Audrey's role in procurement and contracting has expanded as a consequence, and we are grateful for her initiative and her contribution to our staff.

The Town offered an HMO to its employees in 2003. Penetration exceeded what we expected among our employees. At year end, while we were projecting an increase in premium for the Master Medical Health Insurance program, we are expecting a decrease in premiums for the HMO. Clearly, this is one piece of the puzzle in our effort to control spiraling health care costs among our employees.

Renewal of the Town's general insurance was more expensive in 2003 due to a volatile insurance market. Overall insurance premiums increased almost 20%. In an effort to hold down those premium increases, several changes were made at the last minute, including a significant increase in deductibles. This is entirely attributable to the volatility in insurance market in the days after September 11, 2001. The Town's loss experience remains strong in almost every area thanks to the efforts of department heads and the guidance of the Town's Insurance Committee.

The Town undertook two significant projects with very short notice during 2003. The Allen Harbor bulkhead began to collapse after the opportunity to raise money at the Annual Town Meeting. A Reserve Fund transfer of \$35,000 and a \$14,000 contribution from the Highway Department were necessary to undertake this emergency repair. If the bulkhead had actually col-



lapsed, the project cost would have increased to well over \$100,000. The herring run fish ladder project received a grant award during 2003. However, the grant is a reimbursable one and not a direct grant as was promised. Consequently, another Reserve Fund transfer from the Finance Committee was approved so that that project could move forward. Both projects are expected to be completed by Spring 2004.

I want to thank the office staff of René Read, Audrey Bouvier, Sandy Robinson and Ann Steidel for your hard work and support throughout the year. I also want to thank the Board of Selectmen for your confidence.

Wayne C. Melville  
*Town Administrator*



## *Report of the* **Insurance Committee**

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The Insurance Committee held four meetings this year to give advice and counsel to the Board of Selectmen and the Town Administrator on the town's property, liability and marine insurance needs. This charge extends to accident and sickness (A&S) coverage for the Police and Fire departments. Minutes of all meetings were filed with the Town Clerk for public record.

Renewal premiums for fiscal year 2004 beginning July 1, 2003 totaled \$657,740, up about 10% from last year's reported cost, but include new pricing and coverage features described below:

- We persevered in resurrecting umbrella liability protection with a \$2 million policy providing a layer over and above the Town's primary liability limits of \$1 million. Coverage includes public officials, educators, police (the Fire Department has its own umbrella coverage) and employment practices subject to a \$10,000 self insured retention (deductible) at an annual cost of \$39,526. It was purchased following Wayne Melville's successful appeal to the Finance Committee for funding to compensate for a projected shortage in the insurance budget. The policy excludes sexual abuse and discrimination but the insurer has indicated a willingness to add this coverage across the board if the School Department, which contributes the greatest exposure, puts into place and maintains a mandatory training program pertaining to these issues. Creation of such a program reportedly is under way.
- In addition to the workers compensation renewal deposit premium of \$113,724, the town must also pay \$18,871 required by audit of last year's policy to compensate for understated payroll.
- General property (buildings and contents) premium climbed to \$133,132, up 50% from last year due to expanded values and general rate level increases for municipalities. The property schedule was augmented to include the \$10 to \$12 million renovated value of the elementary school. Coverage limit is now capped at \$75 million per occurrence, up from \$50 million formerly.
- Public Officials Liability premium rose substantially by 144 % to \$40,025 from \$16,390 due to a general rate level increase and the Town's adverse loss experience. The policy deductible was raised to \$10,000 from \$7,500.

- Boiler & Machinery coverage deductible was restored to \$5,000 from \$2,500 at an annual savings of \$1,041 to help offset a \$4,025 premium increase sought by the insurer on renewal.
- Police and Fire A&S premium increased by 18% to \$46,791 from \$39,633 on less than desirable accumulated losses.

Some surprises surfaced when renewal policies were finally received and examined. The most difficult to swallow was retraction of coverage for flood damage including waves, tides and tidal waves, whether wind driven or not, to docks, piers and wharves under the marina policy. In addition, the deductible applying to wind damage to this property was doubled from \$25,000 to \$50,000 and its valuation reverted to actual cash value from replacement cost. Despite this dilution of coverage, the insurer reduced its premium by a meager 3 1/2%. With hurricanes already brewing in the Caribbean and indications that some might be headed north, we found this predicament to be wholly inappropriate and directed the agents from Benson, Young & Downs, Inc. (BY&D) to immediately seek another market willing to more adequately satisfy our needs. BY&D had already initiated a search and within a week arranged for replacement of the policy with flood and replacement cost coverage restored and the deductible for flood and wind compromised at \$35,000. The annualized premium was only marginally higher than what we paid last year for comparable coverage and well within budget.

A further restriction was imposed by withdrawal of coverage for volunteer workers under the Public Officials and School Board liability policies. This is of less concern because there is little apparent exposure here and, more significantly, volunteers continue to be covered under the General Liability policy applying to departments and activities where their services are more commonly rendered.

Lastly, the insurer selected by Metrogard (the special program facility for municipalities in which we participate) to provide renewal general property coverage is a financially "A" rated excess/surplus lines company. Because of their non admitted status, however, the town is no longer protected by the Massachusetts Insurers Insolvency Fund should this company's financial position deteriorate to a critical level in the future. We are uneasy with this consequence and have asked BY&D to appeal to Metrogard for replacement of this coverage with a Massachusetts admitted insurer at the earliest possible date.

In another setback Legion Insurance Company, our previous liability insurer, was liquidated in July by order of the Commonwealth Court of Pennsylvania. It will be some time yet before its heavy backlog of outstanding claims is settled and processed for payment by the Massachusetts Insurers



Insolvency Fund. The Town of Harwich is a defendant in four known suits or complaints caught up in this predicament.

To protect the town against loss or damage caused by acts of terrorism in this year's renewals would have cost an additional \$13,000. To stay within budget and reluctant to again approach the Finance Committee for relief, the Town Administrator opted not to purchase this coverage but will try to come up with sufficient funds to accommodate its purchase next year.

The harbormaster reports that all owners of charter, party and passenger-for-hire vessels operating this year from town owned docking facilities have Liability insurance (coverage for injury to passengers and others and for property damage) as confirmed by certificates of insurance on file with his office. Of a 17 vessel fleet, seven carry limits of at least \$1 million, an additional seven report limits of \$500,000 and one each carry \$300,000, \$250,000 and \$100,000 respectively. The committee recommended to the Board of Selectmen that the minimum limit required from owners of such vessels be increased to \$500,000 to more adequately cover potential losses. This is an issue the selectmen pledged to revisit at some future date when a \$100,000 per accident limit was originally ordered in July 2000 to become effective the following year. In a public hearing held on December 15, 2003, the board unanimously agreed to raise the minimum required limit to \$500,000.

The mission of this committee continues to focus on seeing that the Town of Harwich maintains the best coverage available consistent with affordable cost. The effort contributed toward achieving this objective by fellow committee members Bob Lee, Dick Dunne, Hank Drewes and Bill Dillon, along with Town Administrator Wayne Melville and Mark and Paul Silva of BY&D who comprise the chief operating arm of this group, is recognized and greatly appreciated.

Respectfully submitted,

B. Phillips Foster, *Chairman*



# *Report of the* **Planning Board**

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During 2003, the work of the Planning Board was concentrated in three areas: preparation of zoning by-laws for presentation at the 2003 and 2004 Town Meetings, preliminary work and organization to begin the process of reviewing and proposing revisions (where necessary) to the Comprehensive Plan, and hearing applications for a variety of actions under current zoning by-laws. These activities were all undertaken within the context of the Harwich's Comprehensive Plan.

The Board continued its work on Sign Regulations for submission to the 2003 Town Meeting. Through comments and information gained through an extensive series of public hearings, the Sign Regulations were simplified and shortened and easily passed at the Annual Town Meeting in 2003. In addition, a number of housekeeping changes made to the Six Ponds Special District text and the Home Occupation by-law were also passed.

As part of the goal of making the current by-laws easier to understand and enforce, the Planning Board has spent a great deal of time this year reviewing the current by-laws and crafting Zoning By-law amendments for consideration at Town Meeting in 2004. Proposed changes to the Town's Parking Regulations, Use Table and Definitions will help to make the Zoning By-laws more consistent and hopefully more user friendly. In addition, the proposed creation of a Harwich Center Overlay District will help to encourage adherence to more traditional development patterns in and around the Town's Historic District. The Planning Board, along with the Housing Committee, will also be proposing a by-law that would allow someone with a dwelling unit created without permits to retain it as affordable housing.

Further, the Planning Board heard 57 separate applications during the year including 9 commercial Site Plans, 5 subdivisions, and 20 other applications for divisions of land. Among them was an application for a cell tower that received approval from the Cape Cod Commission as a Development of Regional Impact. Numerous public hearings were held in conjunction with all of these applications as well as the proposed by-laws. In addition, changes to the Rules and Regulations Governing the Subdivision of Land and Site Plans resulted in significant cost savings to the Town by requiring that applicants bear the burden and cost of abutter notification.

Many items outlined in the Planning Board's Long Range Planning Objectives for 2003 were accomplished this year including drafting a number of the Zoning By-law amendments mentioned above that will go to Town

Meeting in 2004. In the coming year the Board plans to tackle zoning issues such as outside storage, fast food restaurants and criteria for the issuance of special permits and variances. A review and rewrite, where necessary, of the Local Comprehensive Plan is ongoing and will continue towards the submission of a full update in 2005. Discussions with other committees and commissions continue so that they will be prepared to lead the review process in their areas of expertise.

The Planning Board has begun a dialogue with the Zoning Board of Appeals to work towards revising the Zoning By-law based on insights provided by the Board of Appeals through their casework. The program of reviewing current by-laws for both content and form is also ongoing as are discussions with the Building Department to better understand enforcement issues.

We would like to acknowledge the assistance of the Planning Department Staff — Town Planner Susan Leven, Assistant Town Planner Charleen Greenhalgh and Head Clerk Carol Genatossio — and our Board Secretary Carol Connor. Their hard work and dedication are invaluable to the Planning Board.

Respectfully submitted,

Angelo S. La Mantia  
*Chairman*



# *Report of the* **Planning Department**

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The Planning Department is pleased to report on another year of service to the Town of Harwich. This year saw the Department continuing work on a number of important projects. In addition, the Planning Department provided support to the Planning Board and Board of Appeals, as well as other Departments and committees. We also provided extensive assistance and information to the general public. Ongoing projects include:

**Zoning By-Law Amendments** – In 2003, several by-law changes were made at the Annual and Special Town Meetings. These include:

- A complete rewrite of the Sign Regulations
- Housekeeping changes to the Six Ponds Special District

The Planning Department is working on several other by-law amendments for the coming year including a rewrite of the Town's Parking Regulations, an amnesty by-law for dwellings constructed without permits, a reorganization of the use table, and a rewrite of the by-law concerning non-conforming uses and structures. As promised last year, warrant articles for zoning by-law changes were submitted in final form to the warrant in January, and the same process will be followed this year.

**Development Review** – The Planning Department provided support for the Planning Board's review of 58 development applications. This involved helping applicants throughout the review process, file management, and correspondence, as well as the writing of detailed reports and decisions. Other development review work included lot status reports for over 63 applications for new dwellings and providing the Planning Board with advisory opinions for 85 applications heard by the Board of Appeals.

**Developments of Regional Impact** – The Department has been involved in the review of several projects currently before the Cape Cod Commission as Developments of Regional Impact, including: A proposal for the expansion of the Stop & Shop supermarket in East Harwich and the construction of an additional retail building on the same property; the expansion of the Fontaine Pond Medical Center on Route 137 and Long Pond Drive; and the construction of a 120-foot flagpole containing wireless antenna at the Harwichport Golf Course.

**Local Comprehensive Plan** – The Town of Harwich Local Comprehensive Plan 2000 was passed by Town Meeting in May of 2000 and was certified by the Cape Cod Commission in July of 2000. During 2003,



the Planning Department, Planning Board, Board of Selectmen and other Town Boards and Committees continued to address the tasks outlined in the plan, including water resource protection, affordable housing and future growth. The Local Comprehensive Plan is required to be revised every five years. The Planning Department, with the assistance of the Planning Board and other Town Boards, Committees and Departments will continue the process of updating and revising the plan to reflect completed tasks towards the goal of having a revised plan completed by 2005. Copies of the current plan are available for review at the Planning Department office in Town Hall.

**Executive Order 418** – Harwich once again received housing certification pursuant to Executive Order 418, which deals with “Assisting Communities in Addressing the Housing Shortage.” Its purpose is to provide an incentive for communities to assist residents by taking steps to increase the supply of housing affordable to individuals and families with low-, moderate-, and middle-incomes and bring the Town closer to meeting the State’s requirement for 10% of the Town’s dwelling units to be affordable. Only communities that receive certification are eligible to apply for certain discretionary grant programs and are given bonus points for other programs.

In addition, we were able to have 18 existing units added to the Town’s inventory of affordable units. These units have always been affordable, but had previously not been included in the Town’s inventory. The Town currently has approximately 4% affordable housing.

**FEMA/CRS** – The Planning Department updated information supporting the Town’s status in the FEMA Community Rating System, which enables flood-prone property owners to purchase flood insurance with a 5% discount.

**Open Space Issues** – The Town’s Open Space and Recreation Plan is being revised and will be submitted to the State in the next year for re-certification. In 2003 the Town received payment on a \$250,000 grant towards the purchase of 13 acres of property adjacent to Hawksnest State Park. We are also awaiting word on a \$500,000 grant to be used to offset the cost of the recent purchase of the 42-acre Monomoy River property. The Open Space and Recreation Plan and both grant applications were prepared by the Planning Department.

**Assistance to other Town boards** – Assistant Town Planner Charleen Greenhalgh and I continue to work with the Real Estate and Open Space Committee to provide them with information and graphic support in their quest to locate and acquire suitable open space parcels for purchase using Land Bank funds. I also continue to work with the Harwich Center Initiative to assist them in continuing their mission to improve the Main Street corridor through Harwich Center and obtain grant funding for design work.

In addition, the Planning Department provides staff assistance to the Board of Appeals, the Pleasant Bay Resource Management Alliance, the Harwich Housing Committee, and the Harwich Housing Authority, as well as any other board or committee that requests our assistance.

**Public Service** – The Planning Department is committed to continuing to provide information to the general public, as well as other local, regional, state or federal agencies. To that end, we continue to work to better organize our records and files to facilitate research. We have spreadsheets completed for Approval Not Required plans, as well as Site Plans, making it easier to answer questions from the public. We are also continuing to catalogue over 50 years of subdivision plans.

Charleen, Carol Genatossio and I are looking forward to another productive year in the Planning Department, and would like to thank everyone for their continued support.

Susan M. Leven AICP  
*Town Planner*

# Report of the Board of Registrars

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The report of the Harwich Board of Registrars for the calendar year 2003 is as follows:

## VOTER TOTALS – REPORT AS OF DECEMBER 2003

Ward 0	PREC 1	PREC 2	PREC 3	PREC 4	TOTALS
DEMOCRAT	632	547	600	592	2371
REPUBLICAN	612	619	624	415	2270
GREEN PARTY USA	1	1		1	3
GREEN-RAINBOW	1	6	1	3	11
INTER. 3RD PARTY	1	1	1	2	5
LIBERTARIAN	7	7	10	9	33
UNENROLLED	1318	1273	1430	1244	5265
GRAND TOTALS	2572	2454	2666	2266	9958

The 2003 census enumerated a population of 12,791 persons. The annual census was conducted, first by a town wide mailing followed by street and telephone solicitations for information. The intake of census data was completed by April 2003. The School Age Children's list, the list of town residents street by street and statistical groupings by population and precinct were tabulated and completed by mid-May; and the Jury list was compiled for the State.

During 2003 there was the May Annual Town Meeting and Election. In June the selectmen re-appointed Louise Mihovan to a three-year term to the Board of Registrars.

We could like to thank the residents of the Town of Harwich for their continued support and cooperation with the annual census.

Respectfully submitted,

Anita N. Doucette, *Town Clerk*  
Ann M. Kelly  
Louise R. Mihovan  
Geraldine E. Lee, *Chairman*  
*Harwich Board of Registrars*



# TOWN RECORDS

## *Report of the* **Town Clerk**

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### **Fishing, Hunting, Sporting & Trapping Licenses and Stamps Sold FY 2002/2003**

126	Resident Fishing	@	\$23.50=	\$2,961.00
9	Resident Fishing Minor	@	7.50=	67.50
2	Resident Fishing (65-69)	@	12.25=	269.50
67	Resident Fishing (70 +)	@	.00=	.00
32	Non-Resident Fishing	@	33.50=	1072.00
17	Non-Resident Fishing – 3 day	@	19.50=	331.50
1	Resident Fishing – 3 day	@	8.50=	8.50
1	Non-Resident Fishing Minor	@	7.50 =	7.50
21	Resident Hunting	@	23.50 =	493.50
2	Resident Hunting (65-69)	@	12.25 =	34.50
1	Non-Res.Hunting-Small game	@	61.50 =	61.50
0	Non-Res.Hunting-Big game	@	95.50 =	00.00
26	Resident Sporting	@	41.00 =	1,066.00
9	Resident Sporting (65-69)	@	21.00 =	189.00
22	Resident Sporting (70 +)	@	.00 =	.00
11	Archery Stamps	@	5.10 =	56.10
27	Waterfowl Stamps	@	5.00 =	135.00
12	Primitive Firearm Stamps	@	5.10 =	61.20
216	Resident Wildlife			
	Conservation Stamps	@	5.00 =	1080.00
51	Non-Resident Wildlife			
	Conservation Stamps	@	5.00 =	<u>255.00</u>
Total Licenses & Stamps: 673				8,139.30
Less Fees Withheld				<u>142.55</u>
Amount Paid to Div. of Fisheries & Wildlife:				7,996.75

### **Fees Collected – Fiscal Year 2002-2003**

Marriage Intentions	\$ 1,110.00
Birth Certificates	1,560.00
Death Certificates	4,480.00
Marriage Certificates	810.00
Chattel Mortgages	1,432.48
Dog Licenses	8,492.00
Planning Board Fees	23,980.40
Board of Appeals Fees	16,400.00
Business Certificates	2,450.00
Fish & Wildlife Licenses Fees	409.55
Photocopies	420.75
Non-Criminal Violation Payments – Police	525.00
Non-Criminal Violation Payments – Building	50.00
Non-Criminal Violation Payments – Harbor	400.00
Non-Criminal Violation Payments – Conservation	550.00
Non-Criminal Violation Payments – Fire Dept.	100.00
Non-Criminal Violation Payments – Water Dept.	750.00
Underground Fuel Tanks	160.00
Raffle Permits	110.00
Utility Poles	40.00
Declaration of Trust	10.00
Medical Certificates	280.00
 Total Amount Collected:	 \$64,520.18
 Total Amount to Treasurer:	 \$64,520.18

# BIRTHS RECORDED – 2003

NAME	BIRTHDATE	BIRTHPLACE	PARENTS
Nicole Evelyn Awalt	01-03-03 Reg. #02	Barnstable, MA	Eric Randolph Awalt Darlene Beaton
Ethan John Hayes	01-03-03 Reg. #03	Barnstable, MA	Edward Francis Hayes Melanie Leigh Wallace
Henry Oscar Watson	01-09-03 Reg. #06	Weymouth, MA	Jonathan Thomas Watson Jennifer Gail Redding
Nathan Maurice Silva	01-17-03 Reg. #07	Barnstable, MA	Stephen Maurice Silva Paula Jean McCarthy
Abigail Lee Andreasson	01-19-03 Reg. #08	Barnstable, MA	Steven Mark Andreasson Amy Diane Lux
Benjamin Walter Gifford	01-25-03 Reg. #09	Barnstable, MA	Richard Ellery Gifford, II Nancy Marie Linowski
Sean Marc Parrent	01-26-03 Reg. #10	Barnstable, MA	Jason Michael Parrent Meghan McGonigle



Cameron Sullie Spooner	01-27-03 Reg. #11	Barnstable, MA	Curtis Oman Spooner, III Cathy Ann Eldredge
Lucas Daniel Meehan	02-04-03 Reg. #12	Plymouth, MA	Joseph Francis Meehan, III Lisa Danielle Nunes
Camilla Nicoletti Santa Ana	02-11-03 Reg. #13	Barnstable, MA	Airton Ferreira Santa Ana Erin Dana McCarthy
Javier Trabanino Kreeger	02-23-03 Reg. #14	Barnstable, MA	Keith Jeremy Kreeger Evangelina Trabanino
Elena Jane Fritsch	03-05-03 Reg. #15	Barnstable, MA	Andrew Morrill Fritsch Enid Lynette Bailey
Madison Kimbley McDonough	03-07-03 Reg. #16	Barnstable, MA	Daniel Alexander McDonough Leslie Elizabeth Seaman
Merrill Edward Lilley	03-07-03 Reg. #17	Cambridge, MA	Hayes Prescott Lilley Dagny Frost Perry
Joseph Peter Gonnella	03-10-03 Reg. #18	Barnstable, MA	Peter Leroy Gonnella Kerry Ann Almeida
Samantha Joy Morse	03-14-03 Reg. #19	Barnstable, MA	Allen Henry Morse Paula Elizabeth Larkin
Olivia Rose Hayden	03-19-03 Reg. #20	Barnstable, MA	Thomas Matthew Hayden Kristen Lynne Heller

Logan Ashley Lowery	03-21-03 Reg. #21	Barnstable, MA	David Allen Lowery Cynthia Ann Thomas
Kamren Zakrie Benner	03-27-03 Reg. #22	Falmouth, MA	Joshua Alan Benner Chelsea Rebecca Camacho
William Joseph Kwaak	04-04-03 Reg. #23	Barnstable, MA	William Peter Kwaak Kathleen Leonard Healy
Halladay Rose Perry	04-07-03 Reg. #24	Barnstable, MA	Todd Halladay Perry Jo-Ellen Marie Erickson
Zachary Ryan Trzcinski	04-08-03 Reg. #25	Plymouth, MA	Christopher John Trzcinski, Jr. Laurie Michele Crapo
Timothy Robert Hoye	04-08-03 Reg. #26	Barnstable, MA	Dennis Patrick Hoye Megan Reed Green
Megan Faith Montiero	05-04-03 Reg. #27	Barnstable, MA	Eric Richard Montiero Elizabeth Joyce Ferreira
Elisabeth Catherine Kane	05-12-03 Reg. #29	Barnstable, MA	William Francis Kane Catherine Werschler
Shaylan Marie O'Connor Kelly	05-20-03 Reg. #30	Barnstable, MA	James Francis Kelly, II Kathleen Marie O'Connor
Matthew Robert Smeltzer	05-22-03 Reg. #31	Barnstable, MA	Robert Marc Smeltzer Maureen Elizabeth Healey

Rylee Sarah Whelahan	05-25-03 Reg. #33	Barnstable, MA	Sean Andrew Whelahan TaraJean Arcikowski
Dennis James Wahtola	05-26-03 Reg. #34	Barnstable, MA	James Michael Wahtola Gretchen Lorraine Porter
Dylan Falch Meincke	06-06-03 Reg. #35	Barnstable, MA	Andrew McClellen Meincke, Sr. Susan Casassa
Olivia Rose Duarte	06-06-03 Reg. #36	Barnstable, MA	Brian Thomas Duarte Harlie Allison Greeley
Cara Evannah Jolibois	06-08-03 Reg. #37	Barnstable, MA	Ralph Ronald Jolibois Carrie Ann Gomes
Anderson Thomas Whittaker	06-16-03 Reg. #38	Wareham MA	Russell Scott Whittaker Lisa Jennifer Fallon
Jonah Phoenix Tambolleo	06-22-03 Reg. #39	Barnstable, MA	Paul Dominic Tambolleo Shannon Marie Sneed
Maisie Curci McKenney	06-22-03 Reg. #40	Barnstable, MA	Mark Dana McKenney, Jr. Nicole Andrea Curci
Marissa Frances Therese Greiner	06-26-03 Reg. #41	Barnstable, MA	Frank Leonard Greiner Debra Ellen Bednar
Miles Richard Boyle	07-07-03 Reg. #43	Barnstable, MA	John Francis Boyle, III Pamela Dunne



Asa Christian Kline	07-08-03 Reg. #44	Barnstable, MA	Matthew Damien Kline Chrystal Monica Armstrong
Jane Ellen Howard	07-10-03 Reg. #45	Barnstable, MA	Steven Arthur Howard Andrea Hines
James Marshall Fernandes	07-11-03 Reg. #46	Barnstable, MA	Glen Albert Fernandes Rebecca Allison Wilder
Alissa Kathleen Anne McKee	07-11-03 Reg. #47	Barnstable, MA	William Scott McKee Mary Elinor Defrank
Sarah Lynne Ruth McKee	07-11-03 Reg. #48	Barnstable, MA	William Scott McKee Mary Elinor Defrank
Austin E. Walker	07-30-03 Reg. #49	Falmouth, MA	Michael Richard Walker Amy Lynn McBreairty
Thomas John Pandiscio	08-04-03 Reg. #51	Boston, MA	Michael John Pandiscio, Jr. Mary Beth Poduska
Riley Elisabeth Young	08-06-03 Reg. #52	Barnstable, MA	Daniel Joseph Young Erica Jean Choolkowski
Cara Grace Roberts	08-08-03 Reg. #53	Falmouth, MA	Everette Paul Roberts Elizabeth Lynne Owen
Riley Amber Jones	08-16-03 Reg. #54	Barnstable, MA	James Maurice Jones Nicole Marie Cataloni

Yu Shang Zou	08-16-03 Reg. #55	Falmouth, MA	Zong Zi Zou Li Xiang Zou
Jack Michael Cusack	08-25-03 Reg. #56	Barnstable, MA	Dennis Robert Cusack Francesca Geneva Walls
Kelsi Lyn Culver	08-26-03 Reg. #57	Barnstable, MA	Steven Joseph Culver Robin Carey McCarthy
Masen Thomas Reese	08-29-03 Reg. #58	Barnstable, MA	Timothy Michael Reese Stacey Lynn Stroup
Leilani Skye Viera	08-29-03 Reg. #59	Barnstable, MA	Matthew Alan Viera Erin Nicole Gigante
Wesley James Ulrich	08-30-03 Reg. #60	Barnstable, MA	Robert Michael Ulrich Marjorie Ellen Hurley
Arya Samudra Knight	09-02-03 Reg. #61	Barnstable, MA	Dean Alan Knight Lumbasari Bratasoerja
Hanna Clair Slater	09-05-03 Reg. #62	Barnstable, MA	Scott Andrew Slater Kathryn Mary Davis
Jessica Lynn Tracy	09-08-03 Reg. #63	Barnstable, MA	David Paul Tracy Kimberly Marie Kunelius
Julia Marie Weiner	09-10-03 Reg. #64	Barnstable, MA	Jeffrey Alan Weiner Natalia Maria Dalomba

Jada Madison Dei	09-15-03 Reg. #65	Barnstable, MA	Jamie Allen Dei Shana Lee Goeldner
Avery Jane Jennings	09-17-03 Reg. #66	Barnstable, MA	Isaac John Jennings Anjanette Marie Iszler
Patrick William Sullivan	09-18-03 Reg. #67	Falmouth, MA	John Francis Sullivan, Jr. Ann Mary Palacio
Jayson Adam Gomes	09-27-03 Reg. #68	Barnstable, MA	James George Gomes, III Wendy Lorraine Cordeiro
Peter Aninger Vujs	10-02-03 Reg. #70	Barnstable, MA	Russell Joseph Vujs Meryl Veronica Aninger
Michaela Sabina Crossen	10-02-03 Reg. #71	Barnstable, MA	Paul Nicholas Crossen Vicki Lynn Sabina
Madisun Crowley Crossen	10-02-03 Reg. #72	Barnstable, MA	Paul Nicholas Crossen Vicki Lynn Sabina
Cameron Michael Rabosky	10-08-03 Reg. #73	Plymouth, MA	Scot Thomas Rabosky Theresa Lynne Anderson
Joshua Gary Leach	10-11-03 Reg. #74	Barnstable, MA	Gary Duane Leach, Jr. Joanne Marie Smith
Dylan Sean Hersey	10-14-03 Reg. #75	Barnstable, MA	Mark Alan Hersey Nancy Ann Sweetser



Amalia Leglize Marjollet	10-16-03 Reg. #76	Barnstable, MA	Jean-Paul Germano Marjollet Derith Ellen Blackman
Isabella Grace Concordia	10-20-03 Reg. #77	Barnstable, MA	Richard John Concordia Barbara Lois Hecht
Dylan Michael Boardman	10-28-03 Reg. #79	Weymouth, MA	Eric Scott Boardman Jane Elizabeth Goodsell
Ryan John Thomas Fitzgerald	10-29-03 Reg. #80	Barnstable, MA	Scott Andrew Fitzgerald Patricia Ann Pavlos
Michael Coleman Terrenzi	11-04-03 Reg. #81	Barnstable, MA	Michael Eugene Terrenzi Kelly Jean Murphy
Andrew Marshall Souza	11-07-03 Reg. #82	Barnstable, MA	Randolph Todd Souza Janet Lee Whitehead
Avery Laine Malone	11-12-03 Reg. #83	Weymouth, MA	Stephen Alfred Malone Christine Vasiljev-Krusenstern
Colin Stephen Malone	11-12-03 Reg. #84	Weymouth, MA	Stephen Alfred Malone Christine Vasiljev-Krusenstern
Riley Amber Lynn Serroni	11-13-03 Reg. #85	Barnstable, MA	Christopher Michael Serroni Amber Evelyn Marjorie Dubois
Joshua Carl Demango	11-15-03 Reg. #86	Barnstable, MA	John Michael Demango Jennifer Marie Broman

Emily Marie O'Neil	11-20-03 Reg. #88	Barnstable, MA	Paul Francis O'Neil Cheryl Ann Rodin
Alice Kathleen Murphy	11-23-03 Reg. #89	Barnstable, MA	Joseph Robert Murphy Anna Beaton
Josephine Rose Marian Ganshaw	11-25-03 Reg. #90	Barnstable, MA	Dieter William Ganshaw Mary Susan Smith
Olivia Rose Appleton	12-03-03 Reg. #91	Barnstable, MA	Jesse Dejohn Appleton Monika Kumari Rose
Tristan David Coomber	12-12-03 Reg. #92	Barnstable, MA	Neville John Coomber Megan Heather VanNatter
Nathaniel Sumner Gibson	12-14-03 Reg. #94	Barnstable, MA	William Sumner Gibson, III Tracy Diane Morneau
Sabrina Marie Morand	12-19-03 Reg. #95	Barnstable, MA	David Andrew Morand Dawn Marie Adams
Grace Anne Ventura	12-20-03 Reg. #96	Barnstable, MA	Stephen Paul Ventura Tracy Greene

## MARRIAGES RECORDED - 2003

DATE	NAME	RESIDENCE	PLACE OF MARRIAGE
01-06	A. Glen Elledge Marianne E. Pritchard	Ocala, FL Ocala, FL	Harwich, MA Reg. #01
01-18	Hayes Prescott Lilley Dagny Frost Perry	Harwich Port, MA Harwich Port, MA	Yarmouth, MA Reg. #02
02-14	Mark Michael Antony Neter Kendra Helene Haddad	Harwich, MA Harwich, MA	Dennis, MA Reg. #03
02-16	Robert E. Larrimore Priscilla Jean Lombard	Harwich, MA Harwich, MA	Harwich, MA Reg. #04
03-07	Robert Leo Maloney Joan M. Felahi	Barnstable, MA Harwich, MA	Chatham, MA Reg. #05
03-08	Chad Alexander Frenze Dori Lynn Haas	Bradford, RI Bradford, RI	Harwich, MA Reg. #06
03-26	Nelson Sinclair Saunders Yelena Alexandrovna Komarova	Harwich, MA Harwich, MA	Harwich, MA Reg. #07
03-29	Patrick Henry Graham Eileen Moran	Harwich Port, MA Harwich Port, MA	Harwich, MA Reg. #08



03-29	Thomas Joseph Langway Margaret Regina Camara	Harwich Port, MA Harwich Port, MA	Harwich, MA Reg. #09
04-05	Charles J. Lombard, IV Kristen Marie Russas	North Harwich, MA North Harwich, MA	Yarmouth, MA Reg. #10
04-25	Thomas O'Brian Moloney Barbara J. Connolly	Chatham, MA Harwich Port, MA	Harwich, MA Reg. #11
04-25	James Michael Hobbs Robyn Michelle Zottarelli	Kent, WA Allentown, PA	Harwich, MA Reg. #12
05-03	Brian Paul Messier Dorreen Lynn Lusher	South Chatham, MA Harwich, MA	Harwich, MA Reg. #13
05-03	Fred Roscoe Street Barbara Anne Brown	East Harwich, MA East Harwich, MA	Harwich, MA Reg. #14
05-16	Kenneth I. Wellings Cecelia Ann Wellings	Harwich Port, MA Harwich Port, MA	Harwich, MA Reg. #15
05-17	John Anderson Dunkle Suzanne Sturm	Carrboro, NC Carrboro, NC	Chatham, MA Reg. #16
05-17	Daniel C. Beidler Mary Katherine McLean	Harwich, MA Harwich, MA	Harwich, MA Reg. #17
05-17	Barry Kent Spiker Janice Marie Mackey	Oxford, OH Oxford, OH	Harwich, MA Reg. #19

56	05-25	Jeffrey Carl Lindholm Akiko Sadahiro	Cambridge, MA Cambridge, MA	Harwich, MA Reg. #18
	05-30	Aaron Matthew Kutyllo Janine Elise Doherty	Chicago, IL Chicago, IL	Brewster, MA Reg. #20
	06-06	Peter A. Bottino, Jr. Bernadette L. Aguero	Cranford, NJ Union, NJ	Harwich, MA Reg. #21
	06-07	Sean C. Burke Lisa Lynn Fletcher	Harwich, MA Harwich, MA	Harwich, MA Reg. #22
	06-07	Kevin Douglas McCutcheon Noreen E. Kennedy	Harwich, MA Harwich, MA	Harwich, MA Reg. #34
	06-14	William Fort Nesbitt Pamela Dean Gibbs	Baltimore, MD Baltimore, MD	Harwich, MA Reg. #23
	06-14	Harold Ellett Rosecrans, Jr. Erin E. Correia	Harwich, MA Harwich, MA	Harwich, MA Reg. #24
	06-15	Allan Compton Kingsbury, Jr. Sayuri Kato	Harwich, MA Harwich, MA	Orleans, MA Reg. #25
	06-21	Christopher James Curtin Leslie Stepanis	Barnstable, MA Harwich, MA	Dennis, MA Reg. #26
	06-28	Charles C. Kenny Christine E. Galarneau	Harwich, MA Harwich, MA	Harwich, MA Reg. #27

06-28	Michael Patrick Jacobs Allison Joan Fox	Washington, DC Stamford, CT	Orleans, MA Reg. #28
06-28	Thomas George Dilley Christine Marie Spence	Harwich, MA Harwich, MA	Yarmouth, MA Reg. #29
06-28	William Stanford Turner Heather Kristan Zimmermann	Dennis, MA Dennis, MA	Harwich, MA Reg. #30
06-28	Jason T. Krystofolski Jennifer Wisneski	Harwich, MA Harwich, MA 02645	Brewster, MA Reg. #32
06-28	Eric John Carlsen Melanie Jamie Carlsen	Harwich, MA Harwich, MA	Orleans, MA Reg. #33
06-29	Nizam George Haddad Kristen Maj Dahlstrom	Harwich, MA Harwich, MA	Falmouth, MA Reg. #31
07-11	Jerome Lebleu Amanda Lena Donahue	Belmont, MA Belmont, MA	Harwich, MA Reg. #35
07-12	Kenneth C. Perry, Jr. Lori Anne Gobbi	Hyannis, MA Hyannis, MA	Harwich, MA Reg. #36
07-19	David C. Nicholson, Jr. Diane Edith Aikman	Harwich, MA Harwich, MA	Orleans, MA Reg. #37
07-19	Charles Cornelius Bartoloni Janis Marie Scotti	Harwich Port, MA Harwich Port, MA	Harwich, MA Reg. #38



58	07-19	Seth Marshall Meehan Clair Maria Twigg	Washington, DC Washington, DC	Harwich, MA Reg. #50
	07-26	Jeffrey Franklin Hurst Kristin A. Hedvig	Hyde Park, MA Hyde Park, MA	Wellfleet, MA Reg. #39
	08-01	Keith Andrew Chirgwin Judith Juhasz	Fairfield, CT Fairfield, CT	Harwich, MA Reg. #40
	08-09	Patrick Vincent Bradley Emily Johanna Ford	Somerville, MA Somerville, MA	Harwich, MA Reg. #41
	08-15	John F. McGrath Katuska M. Lecaro	Harwich, MA Maspeth, NY	Harwich, MA Reg. #42
	08-15	Stephen John Mattson Jaclyn Anne Kavaleski	Glen Allen, VA Glen Allen, VA	Harwich, MA Reg. #43
	08-15	Chad Dwyer Laurin Jean McClain	Harwich, MA Harwich, MA	Brewster, MA Reg. #44
	08-16	William Sumner Gibson III Tracy Diane Morneau	Harwich, MA Harwich, MA	Harwich, MA Reg. #45
	08-16	Philip Milton Marsh Pamela E. Chandler	Harwich Port, MA Harwich Port, MA	Harwich, MA Reg. #46
	08-17	Hanns Michael Tannert Kathy Lynn Johnson	Stamford, CT Stamford, CT	Harwich, MA Reg. #47

08-23	James Dennis McGrath Briget A. Rutten	Harwich, MA East Harwich, MA	Edgartown, MA Reg. #48
08-30	Shane L. Syrjala Kimberly P. Pratt	Harwich Port, MA Harwich Port, MA	Harwich, MA Reg. #49
09-06	David Oren Stamp Anja M. Cook	Harwich, MA Harwich, MA	Deerfield, MA Reg. #51
09-06	Albert Lamonte Reed Belinda Prystas Gardner	Baltimore, MD Columbia, MD	Harwich, MA Reg. #52
09-07	Matthew David Kemp Meghan Leigh Maguire	Dennis, MA Dennis, MA	Brewster, MA Reg. #53
09-13	Timothy Michael O'Connell Nicole Elizabeth Dursi	Harwich, MA Harwich, MA	Falmouth, MA Reg. #54
09-14	Joseph Mario Medeiros II Cindy Lynn Hummell	Harwich Port, MA Harwich Port, MA	Sandwich, MA Reg. #55
09-20	Robert Lawrence Doyle Virginia Lee Nabors	Pasadena, CA West Harwich, MA	Harwich, MA Reg. #56
09-20	Michael Lynn Hennigan Heather Anne Thomson	Harwich, MA Harwich, MA	Brewster, MA Reg. #57
09-20	David H. Simmons Janet E. Moody	Harwich, MA Harwich, MA	Chatham, MA Reg. #58

09-20	Charles Earle Potter Martha Catherine Hayes	Harwich, MA Harwich, MA	Harwich, MA Reg. #59
09-20	Scott Alan Long Cari A. Innocenti	Harwich, MA Harwich, MA	Harwich, MA Reg. #60
09-20	George Davagian III Christie Marie Mazezka	Orlando, FL Orlando, FL	Harwich, MA Reg. #61
09-20	Hugh Robert Murphy Stacey Conger Lord	Brentwood, CA Brentwood, CA	Harwich, MA Reg. #62
09-27	Donald Augustus Pena Kimberly Ruth Najarian	Harwich, MA Harwich, MA	Barnstable, MA Reg. #64
10-04	Melvin Cline Redfern Me'Chelle Pauline Boomgaarden	Harwich, MA Harwich, MA	Harwich, MA Reg. #63
10-04	Chad David Barnes Jessica Ann Kirby	St. Johnsville, NY St. Johnsville, NY	Harwich, MA Reg. #65
10-04	Christopher Neal Vagenas Kellyann Gvazdauskas	Harwich Port, MA Harwich Port, MA	Harwich, MA Reg. #66
10-04	Christopher John Richman Darlene Kim Harding	North Harwich, MA North Harwich, MA	Harwich, MA Reg. #67
10-05	George David Chase Diane DeFilippo	West Chatham, MA West Chatham, MA	Brewster, MA Reg. #68



10-10	Robert Thornton Woodland Margaret Elise Kline	Harwich, MA Harwich, MA	Harwich, MA Reg. #69
10-11	Clay Foster Meghan Davis Melville	Brewster, MA Brewster, MA	Harwich, MA Reg. #70
10-13	Allan Douglas Nunes, Sr. Edythe Gail Viera	Harwich, MA Harwich, MA	Harwich, MA Reg. #71
10-25	William J. Eagar Lisa Ann Hill	Harwich, MA Harwich, MA	Eastham, MA Reg. #72
10-25	Michael H. Hanna Debra Amanda Joelle Day	Harwich, MA Boca Raton, FL	Dennis, MA Reg. #73
10-25	David Bryden Smith Elizabeth Anne Howard	Harwich, MA Harwich, MA	Chilmark, MA Reg. #74
10-25	Jesse DJ Appleton Monika Kumari Rose	Harwich, MA Harwich, MA	Brewster, MA Reg. #75
11-01	Andrew Philip Hutton Katie Faye Deschamps	Harwich, MA Harwich, MA	Eastham, MA Reg. #76
11-02	Richard James Reid Laraine D. Bartlett	Harwich, MA Shrewsbury, MA	Shrewsbury, MA Reg. #77
11-12	Timmy T. Thornton Kristin L. Emery	Harwich, MA Harwich, MA	Harwich, MA Reg. #78
11-22	Philip Malitas Christine Claire DesChenes	Harwich Port, MA Harwich Port, MA	Worcester, MA Reg. #79

62	12-13	Levi Daniel Latta Elizabeth Friend Betters	West Harwich, MA West Harwich, MA	Harwich, MA Reg. #80
	12-20	James Alan Tate, Jr. Samantha Day Fellman	Brewster, MA Harwich, MA	Chatham, MA Reg. #81
	12-21	Charles James DiGiovanni, Jr. Inez Celina de Paulo	Harwich Port, MA West Yarmouth, MA	Belmont, MA Reg. #82
	12-29	James Edward Burek Julie Ann Leist	Harwich, MA Harwich, MA	Harwich, MA Reg. #83

## DEATHS REGISTERED IN HARWICH - 2003

DATE	NAME	AGE	PLACE OF DEATH	REG. #
01-02	Leona Doyle	91	Harwich, MA	01
01-03	Lucia Cook	90	Harwich, MA	02
01-06	Magda Spink	96	Harwich, MA	03
01-06	Albertina V. Bailey	87	Chatham, MA	15
01-07	Barbara Jean Connell	50	Harwich, MA	04
01-08	Thomas Henry Willman	84	Brewster, MA	05
01-09	Janet Simonds	80	Harwich, MA	06
01-10	Jeanne Nathlie Travis	82	Harwich, MA	07
01-12	Adeline Katherine Egan	94	Sandwich, MA	16
01-13	Edwin C. Lansing	75	Barnstable, MA	17
01-13	Jacqueline Betty Rixson	79	Boston, MA	96
01-14	John Francis Joyce, III	79	Chatham, MA	18
01-14	Zella Helen Blaess	95	Harwich, MA	08
01-15	Lawrence Martin			
	Hewins, Jr.	72	Barnstable, MA	19
01-15	Peter Joseph Leighton	77	Chatham, MA	20
01-16	Edward Henry Gagner	92	Barnstable, MA	21
01-19	Catherine P. McCloskey	79	Harwich, MA	09
01-20	Helen Werner	91	Brewster, MA	10
01-21	Howard Ellis Wood, Jr.	86	Barnstable, MA	22
01-26	Harold Robert Titus	94	Barnstable, MA	23
01-27	William J. O'Donnell, Sr.	94	Harwich, MA	11
01-29	Grayce B. McManus	82	Harwich, MA	12
01-29	Leone B. Young	82	Harwich, MA	13
01-30	Abraham Philip Davis	89	Harwich, MA	14
02-06	John E. O'Rourke	95	Harwich, MA	24
02-06	John E. Gulick	76	Boston, MA	97
02-07	John J. Harz	73	Barnstable, MA	25
02-08	Rita Lillian Power	64	Harwich, MA	26
02-12	Evelyn C. Wilkinson	100	Harwich, MA	27
02-12	Kathleen M. Timilty	88	Barnstable, MA	28
02-15	Dorothy E. Malone	93	Harwich, MA	29
02-17	Mary Katherine Sears	85	Dennis, MA	36
02-18	Evelyn B. Dawson	73	Barnstable, MA	30
02-23	William S. Weddle	86	Harwich, MA	31
02-24	Miriam Elizabeth Callaghan	86	Harwich, MA	32
02-25	Marion B. Youngs	79	Harwich, MA	33
02-25	William Ira Teason	80	Harwich, MA	34



02-26	James Santolucito	76	Harwich, MA	35
02-26	George Giles	68	Boston, MA	98
03-01	Ronald Cushlanis	40	Barnstable, MA	37
03-02	Charles Howard Joyce	98	Harwich, MA	38
03-03	Paula Lauzonis	74	Harwich, MA	39
03-05	Gerald Harrison Baker	51	Harwich, MA	40
03-05	Faith A. Diver	89	Harwich, MA	41
03-05	Phyllis L. Davis	85	Harwich, MA	42
03-08	Helen Ann Fouhy	85	Barnstable, MA	43
03-10	Julia Downey	84	Chatham, MA	44
03-12	Frederick Francis Dunford	69	Brewster, MA	52
03-13	Joseph Abram Sesnovich	70	Cambridge, MA	53
03-16	Henry J. Powers	94	Harwich, MA	45
03-16	Nelle Barnes Browne	96	Harwich, MA	46
03-16	Ralph J. Bolderson	88	Harwich, MA	47
03-18	Elizabeth Roma Willoughby	79	Harwich, MA	48
03-22	Bessie T. Griggs	86	Harwich, MA	49
03-23	Orrin James Noon	90	Harwich, MA	50
03-23	Herbert Wendell Reckendorf	88	Barnstable, MA	54
03-24	Dorothy Joan Scarry	79	Harwich, MA	51
03-25	Charles Robert Szabo	81	Barnstable, MA	55
03-28	Adele A. Sweeney	73	Burlington, MA	56
03-30	David Robert Ferguson	61	Barnstable, MA	57
04-01	Joseph Alphonso Panzera	67	Barnstable, MA	58
04-03	Eleanor E. Peterson	93	Chatham, MA	59
04-05	Kenneth James Prescott	64	Harwich, MA	60
04-08	Jean Mabel Ash	73	Harwich, MA	61
04-10	Muriel Marguerite Brini	93	Barnstable, MA	62
04-11	Robert L. Randolph	77	Barnstable, MA	63
04-11	Cecilia Anne Paradise	87	Harwich, MA	64
04-11	Anthony Salvatore	95	Harwich, MA	65
04-12	Gwendolyn Keane	84	Harwich, MA	66
04-13	Philip V.R. Thomson	82	Boston, MA	99
04-14	Ethel Gamble Harding	85	Harwich, MA	67
04-15	Minnie Gilmette	91	Harwich, MA	68
04-16	Elizabeth Ely	77	Harwich, MA	69
04-18	Leo F. Shea	86	Harwich, MA	70
04-18	Stanley Carl Swanson	86	Harwich, MA	71
04-19	Madeline E. Monroe	98	Harwich, MA	72
04-20	Sr. Anna Holy Infancy	76	Harwich, MA	73
04-20	Leo Vincent Collins	81	Harwich, MA	74
04-20	Norma C. Weissent	85	Harwich, MA	75
04-21	Jane E. Cuspilich	82	Harwich, MA	76

04-22	Evelyn Mary Savini	81	Harwich, MA	77
04-23	Janice S. Leary	47	Wareham, MA	78
04-23	Ruby Magdalen Anderson	84	Barnstable, MA	80
04-25	Lillian Marie Geraci	88	Harwich, MA	79
04-25	Mary Caroline Gagnon	94	Barnstable, MA	81
04-26	Eric Lundquist, Jr.	48	Sandwich, MA	82
04-29	Rita Brayden	88	Barnstable, MA	83
04-30	Edith C. Collins	89	Brewster, MA	84
05-02	Henry Young Finley	66	Sandwich, MA	85
05-04	Alexander J. Artwick	84	Harwich, MA	86
05-05	Helen Josephine Snay	86	Barnstable, MA	87
05-07	Violet Edna Williamson	96	Harwich, MA	88
05-10	Margaret Valentine	94	Harwich, MA	89
05-10	Evelyn Mae McDonald	91	Harwich, MA	90
05-10	William Martin Chapman	86	Barnstable, MA	91
05-10	James Alfred Donnelly	87	Boston, MA	111
05-13	Margaret G. Silvia	100	Harwich, MA	92
05-16	Anthony Ralph Merino	87	Barnstable, MA	93
05-29	Edward A. Condon	93	Harwich, MA	94
05-29	William A. Lindstrom	76	Harwich, MA	95
05-30	Debra S. Thomes	40	Boston, MA	124
06-02	Epaminondas Ghikas	85	Harwich, MA	100
06-02	Elizabeth Mary Kelliher	75	Harwich, MA	101
06-04	Elizabeth R. Cronin	98	Harwich, MA	102
06-06	Frank Gordon Jeffrey, Jr.	80	Harwich, MA	103
06-06	William Reed Mosher	81	Barnstable, MA	112
06-07	Virginia D. Doane	82	Barnstable, MA	104
06-13	James P. Harrington	86	Harwich, MA	105
06-14	Leon Eugene Ridlon	79	Harwich, MA	106
06-14	Cynthia Clarke Becker	76	Barnstable, MA	113
06-16	Herbert Francis Andrews	86	Barnstable, MA	114
06-17	Walter G. Crafts, Sr.	86	Harwich, MA	107
06-19	Jennie Monterio	96	Harwich, MA	108
06-20	Susan M. Pilgrim	61	Barnstable, MA	146
06-24	Gwendolyn C. Cayouette	83	Barnstable, MA	115
06-26	Myrtle E. Baker	93	Harwich, MA	109
06-27	Joseph E. Crowley	78	Harwich, MA	116
06-30	Elizabeth H. Campbell	87	Harwich, MA	117
06-30	Ralph Sidney Kingsbury	73	Harwich, MA	118
07-01	Doris Elizabeth Wester	93	Harwich, MA	119
07-03	Nathalie E. Lavezzo	71	Boston, MA	147
07-04	Eleanor S. Belmont	93	Barnstable, MA	120
07-16	Ann Elizabeth Sawtelle	77	Barnstable, MA	125



07-18	Amy Ford Weden	74	Harwich, MA	121
07-19	Bernard Arthur LeDuc	66	Barnstable, MA	126
07-21	Erik D. Kodinski	26	Barnstable, MA	127
07-23	Edward J. Nelpi	88	Harwich, MA	122
07-26	Alice Mae Lombard	82	Dennis, MA	128
07-28	Dorothy Charlene Wells	73	Harwich, MA	123
07-30	Irving Charles Sibley	88	Brewster, MA	110
08-02	Alexina Richardson Brodeur	85	Harwich, MA	129
08-05	Curtis Crane Brooks, Jr.	71	Harwich, MA	130
08-07	John Joseph Gibbons, Sr.	83	Harwich, MA	131
08-07	Frank Lewis Benson, Jr.	89	Chatham, MA	132
08-14	Catherine Elizabeth Wolfert	90	Harwich, MA	133
08-15	Robert Archibald Bowse	77	Harwich, MA	134
08-16	Natalie Laverdure	78	Harwich, MA	135
08-17	Edna Mildred Swan	91	Harwich, MA	136
08-18	Carolyn Marvin	56	Barnstable, MA	137
08-18	David Leonard Wilson	50	Barnstable, MA	138
08-18	Elizabeth M. Nethercott	90	Brewster, MA	139
08-18	John Patrick Herlihy, Jr.	81	Harwich, MA	140
08-19	Edna Miriam Gardner	78	Harwich, MA	141
08-20	John A. Drew	73	Harwich, MA	142
08-22	Stanley Delphino Gonsalves	79	Barnstable, MA	148
08-25	Richard John Botterman	76	Harwich, MA	143
08-27	Henry Joseph Gervais	75	Harwich, MA	144
08-29	Rita Catherine Reynolds	86	Harwich, MA	145
09-02	Helen Thane	84	Harwich, MA	149
09-02	Joanne Z. Coppola	72	Harwich, MA	150
09-02	Helen Inman	81	Harwich, MA	151
09-03	James Francis Connor	82	Harwich, MA	152
09-05	Dorothea Medbury	94	Barnstable, MA	153
09-05	Martha Ann Gomes	56	Harwich, MA	154
09-07	Gavin Christopher Welch	38	Harwich, MA	155
09-07	Eva Hartman	61	Harwich, MA	156
09-09	Virginia Grindell	79	Barnstable, MA	157
09-14	Francis E. Keeney	90	Barnstable, MA	158
09-14	Sr. Mary Peter	91	Harwich, MA	159
09-14	Clara E. Hunt	89	Harwich, MA	160
09-15	Frank J. Burgess	93	Barnstable, MA	161
09-16	Myrtie C. Jane Weston	80	Harwich, MA	162
09-18	Sr. Dorothy Sacred Heart	94	Harwich, MA	163
09-21	Harriet Ruth Honeywell	93	Harwich, MA	164
09-21	John C. Fletcher	86	Sandwich, MA	165
09-23	Wanda Chad	87	Harwich, MA	166



09-24	Lewis E. Benn	80	Harwich, MA	167
09-24	Zimri T. Young	91	Harwich, MA	168
09-25	Louise Roberts	75	Harwich, MA	169
09-29	Andrew Goulis	76	Barnstable, MA	172
09-30	Joan M. Carey	70	Harwich, MA	170
09-30	Helena F. Ledwak	81	Harwich, MA	171
10-02	Anthony Ross	83	Harwich, MA	173
10-03	Therese C. Potter	75	Harwich, MA	174
10-04	Donald C. Stevens	79	Harwich, MA	175
10-05	Edna Susan Smith	90	Harwich, MA	176
10-09	Frances Elizabeth Crawford	88	Harwich, MA	177
10-10	Dorothy Bourassa	83	Harwich, MA	178
10-10	Elsie B. Barber	89	Barnstable, MA	179
10-10	Effie L. Baker	81	Gloucester, MA	189
10-12	Lawrence Walker	93	Harwich, MA	180
10-14	Michael Edward Soles	48	Harwich, MA	181
10-17	Robert W. McGrath	75	Harwich, MA	182
10-21	Emma M. Miller	95	Harwich, MA	183
10-23	Elizabeth Ham Nichols	92	Barnstable, MA	190
10-24	Clyde Franklin Fuller	77	Boston, MA	233
10-25	Domenic A. Angelini	86	Harwich, MA	184
10-26	Helen Celeste Williams	97	Harwich, MA	185
10-26	Walter Sawyer			
	MacLauchlan, Jr.	89	Harwich, MA	186
10-27	Claire Frischkorn Viall	87	Barnstable, MA	191
10-29	Jennie M. Sansone	94	Harwich, MA	187
10-29	Lawrence Winfield			
	Alexander, Sr.	84	Chatham, MA	192
10-30	Mary Elizabeth Murphy	83	Brewster, MA	188
10-31	Virgia Evelyn Boecke	78	Barnstable, MA	193
11-02	Lillian Bessie Pulling	93	Harwich, MA	194
11-04	Paula Fritton	94	Barnstable, MA	195
11-08	Elizabeth Salvador	93	Harwich, MA	196
11-12	Marian G. Artwick	80	Harwich, MA	197
11-14	Elsie A. Conlin	91	Harwich, MA	198
11-14	Eilleen A. Cahoon	85	Barnstable, MA	199
11-16	Sr. Sophie Holy Angels	91	Harwich, MA	200
11-17	Albert H. Fearnley, Jr.	73	Harwich, MA	201
11-19	Dorothy K. Sibley	89	Brewster, MA	202
11-19	Mildred Maria Page	94	Harwich, MA	203
11-20	Richard T. Callaghan	80	Harwich, MA	204
11-20	Donald Robert Reid	77	Barnstable, MA	205
11-22	Anne K. Goff	76	Harwich, MA	206

11-25	Albert Frederick Ritter	90	Harwich, MA	207
11-25	Bernard Diamond	78	Barnstable, MA	208
11-26	Robert Hale Perkins	65	Harwich, MA	209
11-26	Ruth Constance Thompson	68	Harwich, MA	210
11-27	Barbara Claire Carlson	84	Harwich, MA	211
11-28	Mary Alice Falla	93	Harwich, MA	212
11-28	John H. Surabian	65	Barnstable, MA	213
12-01	Dorothy M. Burns	87	Harwich, MA	214
12-01	Joseph N. Morissette	98	Harwich, MA	215
12-03	Rebecca E. Gleason	49	Brewster, MA	216
12-03	Frederick Louis Hauck, Sr.	89	Barnstable, MA	217
12-04	Millicent Eileen Craven	85	Harwich, MA	218
12-06	Sonya J. Graham	85	Harwich, MA	219
12-07	Steven M. Kalipolis	84	Brewster, MA	220
12-09	John J. Mero	84	Brewster, MA	221
12-09	Rose M. Harmon	82	Harwich, MA	222
12-10	Arthur Preston Doane, Jr.	83	Harwich, MA	223
12-14	Jack Meyer Saggsser, Jr.	80	Harwich, MA	224
12-15	Werner Boecke	83	Newton, MA	234
12-21	John Daniel Ryan, III	57	Harwich, MA	225
12-23	Stevan B. Little	70	Harwich, MA	226
12-24	Blanche H. Brady	98	Harwich, MA	227
12-25	Doris W. McDermott	91	Harwich, MA	228
12-27	Joan Mary Dawes	61	Harwich, MA	229
12-27	E. William Vitali	83	Harwich, MA	230
12-28	Alice Veronica Volker	94	Brewster, MA	231
12-28	Patricia Ann Bassett	69	Brewster, MA	232
12-31	Vivian Stephens	84	Brewster, MA	235

## BROUGHT TO HARWICH FOR INTERMENT 2003

DATE OF DEATH	NAME	AGE	PLACE OF INTERMENT
12/23/02	Gilbert C. Weed	88	Island Pond Cemetery
12/28/02	Lawrence MacGilpin		Island Pond Cemetery
01/02/03	Phyllis R. Moss	86	Mt. Pleasant Cemetery
01/09/03	Jane L. Cummings	70	Mt. Pleasant Cemetery
01/11/03	Warren L. Ellis	77	So. Harwich Cemetery
01/14/03	John Francis Joyce, III	79	Mt. Pleasant Cemetery
01/20/03	Peter Daniel Shea	57	Island Pond Cemetery
02/10/03	Evelyn O. Coombes	76	Island Pond Cemetery
02/12/03	James Kotsilibas Davis		Island Pond Cemetery
03/04/03	John E. Condon, Sr.	80	Island Pond Cemetery
03/06/03	Janet Mott	75	Evergreen Cemetery
03/10/03	Watson James Small	89	So. Harwich Cemetery
03/19/03	Nancy Porter	63	Island Pond Cemetery
03/27/03	Priscilla Emma Puffer		Island Pond Cemetery
04/06/03	Roderick Howard Eldridge		Mt. Pleasant Cemetery
04/28/03	Marilyn Alice Clarke	75	Mt. Pleasant Cemetery
04/29/03	Margaret M. Wagner	74	Evergreen Cemetery
05/29/03	Louis McClennen	91	Evergreen Cemetery
06/07/03	Ina E. Rintala	87	Mt. Pleasant Cemetery
07/01/03	Lloyd George Davenport	75	Evergreen Cemetery
07/09/03	Abigail F. Larkin	91	Island Pond Cemetery
07/09/03	Hilda Agnes Buchhotz	89	Island Pond Cemetery
07/20/03	Lovell E. Ernst, Jr.	86	Mt. Pleasant Cemetery
07/22/03	Joan Day Heffernan	71	Mt. Pleasant Cemetery
08/03/03	Priscilla Odum	84	Mt. Pleasant Cemetery
08/12/03	Brevoort White	68	Mt. Pleasant Cemetery
08/18/03	Doris I. Hosker	89	Island Pond Cemetery
09/23/03	Carrol Leonard		Mt. Pleasant Cemetery
10/10/03	Marie Eleanor Marcus	89	Island Pond Cemetery



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH  
ANNUAL TOWN MEETING WARRANT  
MAY 5, 2003**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said County,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street in said Town on Monday, May 5, 2003, at 7:00 P.M., then and there to act on the following articles:

Hereof fail not to make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this tenth day of March, 2003.

s/Peter S. Hughes, Chairman

s/Donald F. Howell

s/Robert S. Widegren

s/Cyd Zeigler

s/Bruce Wm. Gibson

BOARD OF SELECTMEN

A true copy Attest:

s/James M. Noonan

Constable

April 17, 2003

By virtue of this Warrant I have this day notified and warned the inhabitants of the Town of Harwich, qualified to vote in elections and town affairs, to meet in the Community Center, 100 Oak Street in said Town on Monday, the 5<sup>th</sup> day of May, 2003 at the time and place for the purpose herein named by posting up attested copies thereon in the four (4) Post Office buildings and in Town Hall in the Town of Harwich, which covers all four precincts, at least fourteen (14) days before the time of said meeting as within directed, and causing an attested copy thereof to be published in the Harwich Oracle published in Barnstable County and having its circulation in the Town of Harwich.

s/James M. Noonan

Constable

The May 2003 Harwich Annual Town Meeting was held in the Community Center on 100 Oak Street. Before the meeting began, the Harwich Middle School Band performed. A presentation was made by Leonard Nelson, director of Cape & Island EMS, to the Harwich Fire Chief, Robert Peterson and Peter S. Hughes, Chairman, of the Board of Selectmen and designated the Town of Harwich as a Heart Safe Community.

The Moderator, Michael D. Ford, called the meeting to order at 7:00 PM when a quorum had been reached. A total of 495 town registered voters were in attendance. Before town business began, Town Clerk, Anita N. Doucette read the Warrant and Return of Warrant. The Annual Town Meeting began with:

**ARTICLE 1. TOWN OFFICERS AND COMMITTEES**

**ARTICLE 1.** To choose various Town Officers and Committees.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** The motion is adopted.

At the time the Moderator made the following appointments:

**FIELD DRIVERS & FENCE VIEWERS**

I appoint the duly elected Constables as the Field Drivers and Fence Viewers.

**SURVEYOR OF WOOD & LUMBER**

I appoint the Building Commissioner, as the Surveyor of Wood & Lumber

**TRUSTEES, CALEB CHASE FUND**

No Appointments

**CAPE COD REGIONAL TECHNICAL HIGH SCHOOL  
DISTRICT COMMITTEE**

No Appointments

**FINANCE COMMITTEE**

I reserve the right to make all other appointments at a later time.

Dated: May 5, 2003

s/Michael D. Ford, Esq.  
Town Moderator

**ARTICLE 2. REPORTS OF TOWN OFFICERS AND COMMITTEES**

**ARTICLE 2.** To hear reports of all Town Officers and Committees for the year 2002.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

Brian Widegren, Chairman-Finance Committee read the Finance Committee Report.

**ARTICLE 3. ELECTED OFFICIALS SALARIES**

ARTICLE 3. To see if the Town will vote to fix the salaries of the elected officials of the Town for the fiscal year commencing July 1, 2003 and ending June 30, 2004 as follows:

Selectmen (5) . . . . .	\$1,500.00 (each)
Moderator . . . . .	\$300.00
Town Clerk. . . . .	\$51,951.00
Water Commissioners (3) . . . . .	\$500.00 (each)

and to act fully thereon. Estimated cost: \$61,251.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 4. FUND NEGOTIATED CONTRACT – FIRE FIGHTERS**

ARTICLE 4. To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the FY 2004 Fire Department budget to implement the new contractual agreement between Harwich Permanent Fire Fighters, Local 2124, International Association of Fire Fighters and the Town of Harwich and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$\_\_\_\_\_.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.

**ARTICLE 5. FUND NEGOTIATED CONTRACT – POLICE OFFICERS**

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the FY 2004 Police Department budget to implement the new contractual agreement between the Local 392 of the International Brotherhood of Police Officers and the Town of Harwich and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$\_\_\_\_\_.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.



**ARTICLE 6.**      **FUND NEGOTIATED CONTRACT – POLICE  
SUPERIOR OFFICERS**

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the FY 2004 Police Department budget to implement the new contractual agreement between the Harwich Superior Officers Association Local 589 and the Town of Harwich and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$\_\_\_\_\_.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.

**ARTICLE 7.**      **FUND NEGOTIATED CONTRACT – HIGHWAYS &  
MAINTENANCE**

ARTICLE 7. To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the FY 2004 Division of Highways & Maintenance budget to implement the new contractual agreement between the Highways & Maintenance Employees Association and the Town of Harwich and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$\_\_\_\_\_.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.

**ARTICLE 8.**      **FUND NEGOTIATED CONTRACT – EMPLOYEES  
ASSOCIATION**

ARTICLE 8. To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the FY 2004 budget to implement the new contractual agreement between the Harwich Employees Association and the Town of Harwich and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$\_\_\_\_\_.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.

**ARTICLE 9.**      **AMEND PERSONNEL BY-LAW/  
COMPENSATION PLAN**

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to amend the Personnel By-Law compensation plan for FY 2004 as follows, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$17,920.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted, with the following change: Change the title Head Librarian to Library Director, and move the position from level M-3 to level M-4 and that the sum of \$18,572 be transferred from available funds for this purpose. Duly seconded

**AMENDMENT TO THE MAIN MOTION:** (Barbara L. Yamamoto) To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money to amend the personnel by-law compensation plan for FY 2004 as follows and to act fully thereon, by request of Barbara L. Yamamoto, the estimated cost \$19,870.00. I recommend that this article be accepted and adopted. Estimated cost \$19,870.00. To fund cost of living increases for non-union employees. Recommend Fire Chief salary to be set at Step 10. Duly seconded

A motion was made and seconded to terminate debate, a 3/4 majority vote was needed to pass. The motion did not carry.

**MOTION TO AMEND THE MOTION TO AMEND:** (Robert Johnson) I move that the motion to amend be revised by changing the number from \$19,870.00 to \$22,072.00 and by changing the Fire Chief position from Step 10 to Step 9. Duly seconded

**ACTION ON MOTION TO AMEND:** A standing count was taken, YES 188, NO 124, the motion carried.

**MOTION TO AMEND AS AMENDED:** (Robert Johnson) I move that the main motion be amended by changing the figure to transfer from \$18,572 to \$22,072.00 and by adding the phrase "Fire Chief position to be at Step 9". Duly seconded

**ACTION AMENDMENT:** A standing count was taken, YES 189, NO 197, the motion did not carry.

**ACTION ON MAIN MOTION:** The motion carried.

## **ARTICLE 10. BUDGET**

**ARTICLE 10.** To see if the Town will vote to raise and appropriate or transfer from available funds such sums of money as may be required to defray Town charges for the Fiscal Year 2004 and to act fully thereon. (BUDGET – SEE APPENDIX B). Estimated cost: \$38,604,367.00.

FY 2004  
OPERATING BUDGET

ITEM NO.	DESCRIPTION	TOTAL APPROPRIATED BY ATM FY 2002	TOTAL APPROPRIATED BY ATM FY 2003	REQUESTED BY DEPT. FY 2004	VOTED BY BOS FY 2004	VOTED BY FIN COMM FY 2004	ITEM NO.
10	Moderator S&W	300	300	300	300	300	10
20	Selectmen's S&W	7,500	7,500	7,500	7,500	7,500	20
21	Selectmen's Expense	6,935	7,700	8,900	7,400	7,237	21
22	Selectmen's Capital Outlay	0	0	0	0	0	22
	<b>Sub-Total</b>	<b>14,435</b>	<b>15,200</b>	<b>16,400</b>	<b>14,900</b>	<b>14,737</b>	
30	Assessors' S&W	193,321	204,717	201,430	201,429	201,429	30
31	Assessors' Expense	24,150	24,600	25,600	23,000	23,000	31
32	Assessors' Capital Outlay	0	0	0	0	0	32
	<b>Sub-Total</b>	<b>217,471</b>	<b>229,317</b>	<b>227,030</b>	<b>224,429</b>	<b>224,429</b>	
40	Accountant's S&W	146,051	146,015	150,233	150,233	150,233	40
41	Accountant's Expense	4,068	3,668	3,868	2,600	2,600	41
42	Accountant's Capital Outlay	0	0	0	0	0	42
43	Audit	19,000	17,000	17,000	23,500	23,500	43
	<b>Sub-Total</b>	<b>169,119</b>	<b>166,683</b>	<b>171,101</b>	<b>176,333</b>	<b>176,333</b>	



ITEM NO.	DESCRIPTION	TOTAL APPROPRIATED	TOTAL BY ATM FY 2002	TOTAL APPROPRIATED BY ATM FY 2003	REQUESTED BY DEPT. FY 2004	VOTED BY BOS FY 2004	VOTED BY FIN COMM FY 2004	ITEM NO.
50	Clerk's S&W	128,462		141,782	142,190	142,750	142,750	50
51	Clerk's Expense	21,605		26,745	24,405	23,005	23,005	51
52	Clerk's Capital Outlay	6,000		0	0	0	0	52
	<b>Sub-Total</b>	<b>156,067</b>		<b>168,527</b>	<b>166,595</b>	<b>165,755</b>	<b>165,755</b>	
60	Treasurer/Tax Collector S&W	165,401		171,236	176,401	176,301	176,301	60
61	Treasurer/Tax Collector Expense	29,026		29,982	29,345	27,925	27,925	61
62	Treasurer/Tax Collector Capital Outlay	1,734		0	0	0	0	62
63	Treasurer Bonding Expense	35,000		0	2,000	0	0	63
	<b>Sub-Total</b>	<b>231,161</b>		<b>201,218</b>	<b>207,746</b>	<b>204,226</b>	<b>204,226</b>	
70	Town Hall S&W	342,449		306,253	316,362	325,469	325,469	70
71	Town Hall Expense	120,975		122,400	128,900	120,800	120,800	71
72	Town Hall Capital Outlay	5,000		0	34,301	23,000	23,000	72
	<b>Sub-Total</b>	<b>468,424</b>		<b>428,653</b>	<b>479,563</b>	<b>469,269</b>	<b>469,269</b>	
80	Town Engineer's Dept S&W	113,323		118,135	118,135	118,587	118,587	80
81	Town Engineer's Dept Expense	7,480		7,480	7,480	5,880	5,880	81
82	Town Engineer's Capital Outlay	9,029		0	8,245	0	0	82
83	Survey & Bound Town Property	0		0	0	0	0	83
	<b>Sub-Total</b>	<b>129,832</b>		<b>125,615</b>	<b>133,860</b>	<b>124,467</b>	<b>124,467</b>	
90	Town Planner S&W	131,455		139,650	141,324	140,547	140,547	90
91	Town Planner Expense	4,250		4,250	4,250	2,500	2,500	91
92	Town Planner Capital Outlay	0		0	0	0	0	92
	<b>Sub-Total</b>	<b>135,705</b>		<b>143,900</b>	<b>145,574</b>	<b>143,047</b>	<b>143,047</b>	

100	Legal Services	100,000	100,000	100,000	100,000	100,000	100
101	Claims & Suits	1,000	1,000	1,000	1,000	1,000	101
102	Land Transactions	25,000	0	0	0	0	102
110	Planning Board S&W	1,796	1,530	1,530	1,530	1,530	110
111	Planning Board Expense	4,250	2,250	2,600	2,250	2,250	111
	<b>Sub-Total</b>	<b>6,046</b>	<b>3,780</b>	<b>4,130</b>	<b>3,780</b>	<b>3,780</b>	
120	Board of Appeals S&W	15,726	12,360	12,360	12,360	12,360	120
121	Board of Appeals Expense	450	450	450	800	800	121
	<b>Sub-Total</b>	<b>16,176</b>	<b>12,810</b>	<b>12,810</b>	<b>13,160</b>	<b>13,160</b>	
130	Finance Committee S&W	8,500	8,800	9,100	9,100	9,100	130
131	Finance Committee Expense	1,120	1,120	1,120	957	957	131
	Finance Committee Cap Outlay	0	0	0	0	0	
	<b>Sub-Total</b>	<b>9,620</b>	<b>9,920</b>	<b>10,220</b>	<b>10,057</b>	<b>10,057</b>	
150	Youth Counselor S&W	41,934	45,407	47,568	47,751	47,751	150
151	Youth Counselor Expense	5,365	5,675	5,825	3,775	3,775	151
152	Youth Counselor Cap Outlay	0	0	0	0	0	152
	<b>Sub-Total</b>	<b>47,299</b>	<b>51,082</b>	<b>53,393</b>	<b>51,526</b>	<b>51,526</b>	
160	Police Dept S&W	2,314,012	2,418,033	2,409,297	2,314,518	2,348,732	160
161	Police Dept Expense	269,645	308,070	319,315	235,100	235,100	161
162	Police Dept Capital Outlay	104,600	75,496	109,880	70,644	70,644	162
	<b>Sub-Total</b>	<b>2,688,257</b>	<b>2,801,599</b>	<b>2,838,492</b>	<b>2,620,262</b>	<b>2,654,476</b>	
170	Fire Dept S&W	2,160,715	2,229,855	2,287,977	2,238,572	2,238,572	170
171	Fire Dept Expense	189,573	191,690	192,490	180,190	180,190	171
172	Fire Dept Capital Outlay	4,700	0	9,900	9,900	9,900	172

ITEM NO.	DESCRIPTION	TOTAL APPROPRIATED BY ATM FY 2002	TOTAL APPROPRIATED BY ATM FY 2003	REQUESTED BY DEPT. FY 2004	VOTED BY BOS FY 2004	VOTED BY FIN COMM FY 2004	ITEM NO.
173	Emergency Medical Services Expense	82,500	87,400	88,200	88,200	88,200	173
174	Emergency Medical Services S&W	48,400	52,500	63,000	33,280	33,280	174
	<b>Sub-Total</b>	<b>2,485,888</b>	<b>2,561,445</b>	<b>2,641,567</b>	<b>2,550,142</b>	<b>2,550,142</b>	
180	Dog Officer S&W	38,788	42,905	43,532	43,173	43,173	180
181	Dog Officer Expense	14,150	14,350	16,050	13,050	13,050	181
183	Inspector of Animals S&W	0	0	21,300	0	0	183
	<b>Sub-Total</b>	<b>52,938</b>	<b>57,255</b>	<b>80,882</b>	<b>56,223</b>	<b>56,223</b>	
190	Building Inspection S&W	200,129	200,837	209,655	205,807	205,807	190
191	Building Inspection Expense	14,900	14,900	17,800	13,000	13,000	191
192	Building Inspection Capital Outlay	9,039	0	0	0	0	192
	<b>Sub-Total</b>	<b>224,068</b>	<b>215,737</b>	<b>227,455</b>	<b>218,807</b>	<b>218,807</b>	
200	Constable Salaries	375	375	375	375	375	200
211	Civil Defense Expense	5,000	4,000	4,000	4,000	4,000	211
220	Board of Health S&W	187,131	198,061	198,855	198,835	198,835	220
221	Board of Health Expense	32,900	32,900	32,900	28,125	28,125	221
222	Board of Health Capital Outlay	0	0	0	0	0	222
223	Flax Pond Remediation	23,020	8,630	8,630	8,630	8,630	223
224	Household Hazardous Waste Collection	0	0	0	0	0	224
	<b>Sub-Total</b>	<b>243,051</b>	<b>239,591</b>	<b>240,385</b>	<b>235,590</b>	<b>235,590</b>	
231	Water Quality Task Force Expense	0	0	10,000	0	0	231
	<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	



240	Highways and Maintenance S&W	1,435,153	1,507,967	1,543,878	1,527,328	1,527,328	240
241	Highways and Maintenance Expense	1,068,075	903,373	1,182,165	1,091,090	1,091,090	241
242	Highways and Maint.Capital Outlay	0	0	7,000	0	0	242
243	Hwy Snow Removal Wages	8,000	8,000	15,000	8,000	8,000	243
244	Hwy Snow Removal Materials	17,000	17,000	17,000	17,000	17,000	244
245	Hwy Snow Removal Equipment	34,000	34,000	34,000	34,000	34,000	245
246	Hot Mix,Oil,& Improve Town Rds	250,000	100,000	250,000	100,000	100,000	246
	<b>Sub-Total</b>	<b>2,812,228</b>	<b>2,570,340</b>	<b>3,049,043</b>	<b>2,777,418</b>	<b>2,777,418</b>	
281	Pleasant Bay Alliance Expense	15,798	15,790	16,830	16,830	16,830	281
290	Channel 19 S&W	44,246	47,927	50,415	50,415	50,415	290
291	Channel 19 Expense	30,520	30,520	30,520	27,720	27,720	291
292	Channel 19 Cap Outlay	0	0	0	0	0	292
	<b>Sub-Total</b>	<b>74,766.00</b>	<b>78,447.00</b>	<b>80,935.00</b>	<b>78,135.00</b>	<b>78,135.00</b>	
300	Veterans' Services S&W	0	0	0	0	0	300
301	Veterans' Services Expense	19,930	23,072	22,916	22,916	22,916	301
302	Veterans' Benefits	30,000	30,000	30,000	30,000	30,000	302
303	Veterans' Svcs Capital Outlay	0	0	0	0	0	303
	<b>Sub-Total</b>	<b>49,930</b>	<b>53,072</b>	<b>52,916</b>	<b>52,916</b>	<b>52,916</b>	
310	Brooks Library S&W	283,488	329,065	336,930	335,032	335,032	310
311	Brooks Library Expense	179,613	185,944	185,192	170,132	170,132	311
312	Brooks Library Capital Outlay	0	0	0	0	0	312
	<b>Sub-Total</b>	<b>463,101</b>	<b>515,009</b>	<b>522,122</b>	<b>505,164</b>	<b>505,164</b>	
321	Brooks Museum Commission Expense	11,150	12,650	12,650	10,950	10,950	321
322	Brooks Academy Capital Outlay	0	0	0	0	0	322
	<b>Sub-Total</b>	<b>11,150</b>	<b>12,650</b>	<b>12,650</b>	<b>10,950</b>	<b>10,950</b>	

ITEM NO.	DESCRIPTION	TOTAL APPROPRIATED BY ATM FY 2002	TOTAL APPROPRIATED BY ATM FY 2003	REQUESTED BY DEPT. FY 2004	VOTED BY BOS FY 2004	VOTED BY FIN COMM FY 2004	ITEM NO.
330	Community Center Commission S&W	154,200	161,252	168,602	167,863	167,863	330
331	Community Center Commission Exp.	119,300	127,440	127,028	112,588	112,588	331
332	Community Center Comm.Cap Outlay	0	0	0	0	0	332
	<b>Sub-Total</b>	<b>273,500</b>	<b>288,692</b>	<b>295,630</b>	<b>280,451</b>	<b>280,451</b>	
340	Recreation and Youth S&W	383,914	198,798	204,918	203,094	203,094	340
341	Recreation and Youth Expense	47,250	49,200	56,262	44,900	44,900	341
342	Recreation and Youth Capital Outlay	2,000	0	0	0	0	342
343	Improve Beaches/Recreation Areas	0	0	0	0	0	343
344	Aid to Various Programs	26,950	26,950	26,950	26,950	26,950	344
345	Recreation & Youth Seasonal Help		189,883	216,519	189,883	189,883	345
	<b>Sub-Total</b>	<b>460,114</b>	<b>464,831</b>	<b>504,649</b>	<b>464,827</b>	<b>464,827</b>	
350	Harbormaster/Natural Resources S&W	203,552	210,072	215,769	215,642	215,642	350
351	Harbormaster Expense	86,145	86,145	91,745	73,435	73,435	351
352	Harbormaster Capital Outlay	2,000	1,940	0	0	0	352
353	Natural Resources Expense	28,760	27,660	27,660	26,600	26,600	353
354	Natural Resources Capital Outlay	0	0	0	0	0	354
	<b>Sub-Total</b>	<b>320,457</b>	<b>325,817</b>	<b>335,174</b>	<b>315,677</b>	<b>315,677</b>	
360	Water Dept S&W	613,198	614,384	646,335	637,705	637,705	360
361	Water Dept Expense	380,000	447,237	491,803	450,127	450,127	361
362	Water Dept Capital Outlay	0	0	0	0	0	362
363	Water Dept Service Installations	35,000	35,000	35,000	35,000	35,000	363

364	Water Dept Water Mains	235,000	100,000	250,000	150,000	100,000	364
365	Water Dept Well Rehabilitation		0	35,000	35,000	35,000	365
	<b>Sub-Total</b>	<b>1,263,198</b>	<b>1,196,621</b>	<b>1,458,138</b>	<b>1,307,832</b>	<b>1,257,832</b>	
370	Cemetery S&W	18,512	19,068	19,068	19,029	19,029	370
371	Cemetery Expense	3,550	3,550	3,550	1,850	1,850	371
372	Cemetery Capital Outlay	0	0	0	0	0	372
	<b>Sub-Total</b>	<b>22,062</b>	<b>22,618</b>	<b>22,618</b>	<b>20,879</b>	<b>20,879</b>	
380	Council on Aging S&W	158,079	166,376	168,743	168,715	168,715	380
381	Council on Aging Expense	27,335	27,721	42,685	23,881	23,881	381
382	Council on Aging Capital Outlay	8,615	0	0	0	0	382
	<b>Sub-Total</b>	<b>194,029</b>	<b>194,097</b>	<b>211,428</b>	<b>192,596</b>	<b>192,596</b>	
391	Disability Rights Committee Expense	640	640	640	640	640	391
392	Disability Rights Committee Cap Outlay	0	0	0	0	0	392
	<b>Sub-Total</b>	<b>640</b>	<b>640</b>	<b>640</b>	<b>640</b>	<b>640</b>	
400	Golf Operations & Maintenance S&W	216,632	219,435	222,847	224,473	557,262	400
401	Golf Operations & MaintenanceExpense	66,140	59,940	70,640	52,395	299,555	401
402	Golf Operations & Maintenance Cap. Outlay	0	5,000	0	0	0	402
405	Golf Maintenance S&W	322,706	333,392	332,562	332,789	0	405
406	Golf Maintenance Expense	260,625	257,620	258,620	247,160	0	406
407	Golf Maintenance Capital Outlay	23,300	0	0	0	0	407
	<b>Sub-Total</b>	<b>889,403</b>	<b>875,387</b>	<b>884,669</b>	<b>856,817</b>	<b>856,817</b>	
410	Historical Commission S&W	3,294	1,067	1,500	1,067	1,067	410
411	Historical Commission Expense	2,100	2,100	3,800	2,725	2,725	411
	<b>Sub-Total</b>	<b>5,394</b>	<b>3,167</b>	<b>5,300</b>	<b>3,792</b>	<b>3,792</b>	



ITEM NO.	DESCRIPTION	TOTAL APPROPRIATED BY ATM FY 2002	TOTAL APPROPRIATED BY ATM FY 2003	REQUESTED BY DEPT. FY 2004	VOTED BY BOS FY 2004	VOTED BY FIN COMM FY 2004	ITEM NO.
420	Conservation Commission S&W	35,718	37,131	48,281	36,631	36,631	420
421	Conservation Commission Expense	5,320	5,320	5,520	4,070	4,070	421
	<b>Sub-Total</b>	<b>41,038</b>	<b>42,451</b>	<b>53,801</b>	<b>40,701</b>	<b>40,701</b>	
430	Town & Finance Committee Reports	14,000	15,000	17,000	17,000	17,000	430
431	Miscellaneous Printing	3,000	3,000	3,000	3,000	3,000	431
432	Advertising	4,000	4,000	4,000	4,000	4,000	432
440	Repairs to Public Buildings	7,500	7,500	7,500	7,500	7,500	440
450	Out of State Travel	6,000	10,000	10,000	10,000	10,000	450
460	Finance Committee Reserve Fund	225,000	150,000	150,000	150,000	150,000	460
470	Street Lights	120,000	80,000	80,000	60,000	60,000	470
480	Memorial & Veterans' Day	1,200	1,200	1,500	1,500	1,500	480
490	Special Retirement Pension a & b	3,552	3,552	3,552	3,552	3,552	490
	<b>Sub-Total</b>	<b>3,552</b>	<b>3,552</b>	<b>3,552</b>	<b>3,552</b>	<b>3,552</b>	
500	Gasoline	200,000	150,000	175,000	225,000	187,500	500
508	Telephone				82,188	90,000	508
510	Computer Hardware/Software/Support	100,650	69,937	116,673	80,000	80,000	510
520	Insurance, Group (Ch. 32B)	2,400,000	2,900,000	3,480,000	3,480,000	3,480,000	520
521	Insurance, General	500,000	600,000	700,000	700,000	700,000	521
522	Insurance Deductibles/Exclusions.	7,000	7,000	10,000	10,000	10,000	522
530	Postage	40,000	43,500	43,500	49,750	49,750	530
540	FICA Town Share	200,000	220,000	235,000	235,000	235,000	540
545	Unemployment Compensation	45,000	50,000	65,000	65,000	65,000	545
550	Miscellaneous Unclassified Exp	0	0	0	0	0	550

555	Anticipation Loan Interest	0	0	0	0	0	555
556	Bond Principal	0	0	0	0	0	556
557	Bond Interest	0	0	0	0	0	557
558	Land Bank Bond Principal	0	0	0	0	0	558
559	Land Bank Bond Interest	100,000	100,000	100,000	100,000	100,000	559
<b>DEBT SCHEDULE</b>							
600	Fire Trucks (1992)-Principal	65,000.00	45,000.00	0.00	0.00	0.00	600
601	Fire Trucks (1992)-Interest	3,965.00	1,170.00	0.00	0.00	0.00	601
610	Wellfield/Water Meters (1993)-Principal	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	610
611	Wellfield/Water Meters (1993)-Interest	7,397.50	5,005.00	2,530.00	2,530.00	2,530.00	611
620	Elem.School Renov.-(1989)- Principal	39,800.00	39,000.00	38,000.00	38,000.00	38,000.00	620
621	Elem.School Renov.-(1989)-Interest	5,234.30	3,503.00	1,748.00	1,748.00	1,748.00	621
625	Middle School Renov.-(1989)- Principal	686,550.00	672,750.00	655,500.00	655,500.00	655,500.00	625
626	Middle School Renov.-(1989)-Interest	90,291.68	60,426.75	30,153.00	30,153.00	30,153.00	626
630	Olivers Pond partial (1988)-Principal	139,300.00	136,500.00	133,000.00	133,000.00	133,000.00	630
631	Olivers Pond partial (1988)-Interest	18,320.05	12,260.50	6,118.00	6,118.00	6,118.00	631
640	Transfer Station-(1989)-Principal	129,350.00	126,750.00	123,500.00	123,500.00	123,500.00	640
641	Transfer Station-(1989)-Interest	17,011.48	11,384.75	5,681.00	5,681.00	5,681.00	641
650	Water Tank Maint. ( 1998)- Principal	110,000.00	105,000.00	105,000.00	105,000.00	105,000.00	650
651	Water Tank Maint. ( 1998)- Intererest	10,180.00	5,880.00	1,890.00	1,890.00	1,890.00	651
660	Golf Maint./Bldg Plans(1999)- Principal	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	660
661	Golf Maint./Bldg Plans(1999)- Interest	8,075.00	5,800.00	3,487.50	3,487.50	3,487.50	661
670	Comm. Center Generator (2000)- Principal	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	670
671	Comm. Center Generator (2000)- Interest	4,120.00	3,210.00	2,285.00	2,285.00	2,285.00	671
680	Fire Engine (2000)- Principal	70,000.00	65,000.00	65,000.00	65,000.00	65,000.00	680







791	Community Center (1998) - Interest	167,410.00	153,810.00	140,890.00	140,890.00	140,890.00	791
800	Track / Soccer Field (2000) - Principal	11,870.00	10,000.00	10,000.00	10,000.00	10,000.00	800
801	Track / Soccer Field (2000) - Interest	5,690.51	5,192.50	4,730.00	4,730.00	4,730.00	801
810	Elementary School Addition (2001) - Prin	0.00	985,000.00	985,000.00	985,000.00	985,000.00	810
811	Elementary School Addition (2001) - Int	286,300.00	555,362.50	520,887.50	520,887.50	520,887.50	811
820	Landfill Capping (1999) - Principal	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	820
821	Landfill Capping (1999) - Interest	69,807.50	66,395.00	62,926.25	62,926.25	62,926.25	821
830	Land Acquisition (1997)-Principal	0.00	59,500.00	55,000.00	55,000.00	55,000.00	830
831	Land Acquisition (1997)-Interest	19,781.00	38,522.50	36,518.75	36,518.75	36,518.75	831
840	Golf Clubhouse (2000)-Principal			66,590.00	66,590.00	66,590.00	840
841	Golf Clubhouse (2000)-Interest			70,274.50	70,274.50	70,274.50	841

#### LAND BANK DEBT SCHEDULE

850	Land Acquisition (2000)-Principal	195,000.00	180,000.00	175,000.00	175,000.00	175,000.00	850
851	Land Acquisition (2000)-Interest	152,502.50	143,967.50	135,761.25	135,761.25	135,761.25	851
860	Land Acquisition Slowatycki (2001)-Principal		15,000.00	15,000.00	15,000.00	15,000.00	860
861	Land Acquisition Slowatycki (2001)-Interest		14,625.00	14,100.00	14,100.00	14,100.00	861
870	Land Acquisition Krumin (2002)-Principal			45,000.00	45,000.00	45,000.00	870
871	Land Acquisition Krumin (2002)-Interest			44,370.00	44,370.00	44,370.00	871
890	Septic loan Program			11,125.00	11,125.00	11,125.00	890
900	School Administration S&W		316,466	337,141			900
905	School Administration Expense		154,923	174,827			905
910	School Instruction S&W		8,255,446	8,655,281			910

		TOTAL APPROPRIATED BY ATM FY 2002	TOTAL APPROPRIATED BY ATM FY 2003	REQUESTED BY DEPT. FY 2004	VOTED BY BOS FY 2004	VOTED BY FIN COMM FY 2004	ITEM NO.
915	School Instruction Expense		596,337	670,141			915
920	Other School Services S&W		268,768	278,759			920
925	Other School Services Expense		595,978	680,159			925
930	School Operations & Maint S&W		577,281	620,192			930
935	School Operations & Maint Exp		663,222	737,498			935
940	School Leased Equipment		13,258	68,588			940
950	Community Service S&W		8,539	43,117			950
955	Community Service Expenses		0	0			955
960	Computers / Technology		73,753	99,376			960
970	School Prog w/Other Districts		567,651	444,312			970
	<b>Sub-Total</b>	<b>11,702,571</b>	<b>12,091,622</b>	<b>12,809,391</b>			
990	TOTAL HARWICH SCHOOLS	11,702,571	12,091,622	12,809,391	12,394,271	12,474,122	990
995	Cape Cod Reg Tech High School	741,412	948,728	1,045,000	1,230,210	1,230,210	995
	TOTAL OPERATING BUDGET	30,644,925	31,552,675	34,235,537	33,121,244	33,155,458	
	TOTAL EXCLUDED DEBT	3,826,601	5,013,966	4,942,767	4,942,767	4,942,767	
	TOTAL LAND BANK	447,502.50	453,592.50	529,231.25	529,231.25	529,231.25	
	SEPTIC LOAN PROGRAM	0	0	11,125	11,125	11,125	
	<b>TOTAL APPROPRIATIONS</b>	<b>34,919,028</b>	<b>37,020,234</b>	<b>39,718,660</b>	<b>38,604,367</b>	<b>38,638,581</b>	

**BUDGET SUMMARY**

TOTAL SALARIES	10,126,460	10,490,068	10,749,791	10,486,083	10,520,297
TOTAL EXPENSES	4,150,815	3,807,884	4,385,356	3,967,136	3,937,285
TOTAL CAPITAL EXP.	546,667	287,373	605,999	403,544	353,544
TOTAL SCHOOL	11,702,571	12,091,622	12,809,391	12,394,271	12,474,122
TOTAL TECH SCHOOL	741,412	948,728	1,045,000	1,230,210	1,230,210
TOTAL DEBT SERVICE	3,826,601	5,013,966	4,942,767	4,942,767	4,942,767
TOTAL LAND BANK	447,503	453,593	529,231	529,231	529,231
SEPTIC LOAN PROGRAM			11,125	11,125	11,125
RESERVE FUND	225,000	150,000	150,000	150,000	150,000
INSURANCE, UNEMPLOY COMP, FICA	3,152,000	3,777,000	4,490,000	4,490,000	4,490,000
TOTAL	34,919,028	37,020,234	39,718,660	38,604,367	38,638,581
GENERAL GOVERNMENT	14,823,942	14,585,325	15,741,146	14,856,763	14,811,126



**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted as printed with the following changes:

Line #21 Selectmen's Expense from \$7,237.00 to \$7,300.00

Line #63 Treasurer's Bonding Expense from \$0.00 to \$8,000.00

Line #131 Finance Committee Expense from \$957.00 to \$1,020.00

Line #160 Police S&W from \$2,348,732 to \$2,314,518

Line #173 Fire EMS Expense from \$88,200.00 to \$90,060.00

Line #241 Highway and Maintenance Expense from \$1,091,408 to  
\$1,103,408.00

Line #360 Water Dept. S&W from \$637,705.00 to \$646,335.00

Line #361 Water Dept. Expense from \$450,127.00 to \$491,803.00

Line #363 Water Service Installations from \$35,000 to \$85,000

Line #364 Water Mains from \$100,000.00 to \$300,000.00

Line #370 Cemetery S&W from \$19,029.00 to \$21,029.00

Line #500 Gasoline from \$187,500.00 to \$200,000.00

Line #990 Total Harwich Schools from \$12,474,122.00 to  
\$12,537,871.00

And that the sum of **\$39,005,226** be appropriated for this purpose. That to raise this appropriation the sum **\$36,580,000.00** be raised from taxes, and that **\$22,000.00** be transferred from the Cemetery Perpetual Care Fund, and that **\$1,615,807.40** be transferred from available funds, and that **\$529,231.25** be transferred from the Land Bank Fund, and that **\$78,135.00** be transferred from the Media One Fund, and that **\$11,125.00** be transferred from the Septic Loan Betterment fund, and that **\$68,927.35** be transferred from the Olivers Pond Fund received from the Commonwealth on November 20, 1998, to Line #630 Olivers Pond Principal, and that **\$100,000.00** be transferred from the Library Grant received from the Commonwealth on February 26, 1999 to Line#770 Library Construction Principal for this purpose. Included in the budget amount is **\$1,230,210.00** under Line Item #995 as the Town's share of the Cape Cod Regional Technical High School budget, which budget, as approved by the Regional School Committee is the total sum of **\$9,896,500.00** and the amount of said budget is hereby approved. Duly seconded

**AMEND THE MAIN MOTION:** (Geoffrey Weigman, Harwich Taxpayer's Association) I move that the article be amended as follows: to change line item #364 from \$300,000.00 to \$487,875.00, and that increase of \$187,875.00 be transferred from the Stabilization fund. Duly seconded

**ACTION ON AMENDMENT:** The amendment did not carry.

**ACTION ON MAIN MOTION:** It is a vote.

**ARTICLE 11.      CAPITAL PLAN ADOPTION**

**ARTICLE 11.** To see if the Town will vote to adopt the Capital Plan for the ensuing seven year period as adopted last year by the Town Meeting with new fiscal year 2010 as proposed by the Board of Selectmen and set forth below or as amended by vote of the Town Meeting, and to act fully thereon. By request of the Board of Selectmen.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted with the following changes: Under Construction Projects: Police Station Repairs/Study change \$175,000 to \$140,000. Under Recurring Items & Maintenance: Police Computer Upgrades change \$185,000 to \$215,000. Duly seconded

**ACTION:** It is a vote.

FY 2004 - FY 209  
CAPITAL OUTLAY PLAN

AS APPROVED BY  
MAY, 2002 TOWN MEETING

Item	FY 04	FY 05	FY06	FY07	FY08	FY 09
<b>Construction Projects</b>						
Golf Course Land Acquisition		\$500,000				
Brooks Academy Renovations		\$100,000				
Water Tanks & Mains		\$3,100,000		\$3,500,000		
Water Iron & Manganese Removal						\$2,600,000
Water System Rehabilitation						
Cranberry Valley Irrigation System			\$1,000,000			
Golf Bunkers			\$485,000			
Police Station Repairs / Study		\$175,000			\$350,000	
Police New Building Plans						\$100,000
Rec. & Youth Sand Pond Bathroom						\$100,000
High School Plans						
<b>Total Construction</b>	\$0	\$3,875,000	\$1,485,000	\$3,500,000	\$350,000	\$2,800,000
<b>Recurring Items &amp; Maintenance</b>						
Highway Roads Maintenance		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Highway Sidewalk Construction					\$250,000	\$250,000
Well Rehabilitation					\$250,000	\$250,000
Town Hall/ Police Computer Upgrades			\$300,000			
<b>Total Recurring/Maintenance</b>		\$500,000	\$800,000	\$500,000	\$1,000,000	\$1,000,000



<b>Total Construction &amp; Recurring</b>		<b>\$4,375,000</b>	<b>\$2,285,000</b>	<b>\$4,000,000</b>	<b>\$1,350,000</b>	<b>\$3,800,000</b>
<b>Vehicle Replacement</b>						
Fire Brush Truck					\$200,000	
Fire Rescue Vehicle			\$150,000		\$150,000	
Highway Sweeper				\$125,000		
Landfill Tractor				\$110,000		
Highway Loader					\$115,000	
Landfill Loader						\$125,000
Land fill Refuse Trailer						\$110,000
<b>Total Vehicle Replacement</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$235,000</b>	<b>\$465,000</b>	<b>\$235,000</b>
<b>Total Plan</b>	<b>\$0</b>	<b>\$4,375,000</b>	<b>\$2,435,000</b>	<b>\$4,235,000</b>	<b>\$1,815,000</b>	<b>\$4,035,000</b>

FY 2004 - FY 2010

RECOMMENDED PLAN

CAPITAL OUTLAY PLAN

Item	FY 04	FY 05	FY06	FY07	FY08	FY 09	FY 10
<b>Construction Projects</b>							
Golf Course Land Acquisition				500,000			
Brooks Academy Renovations		100,000					
Water Tanks & Mains		3,100,000					
Water System Rehabilitation				575,000	575,000	575,000	575,000
Water New Well Source Exploration	170,000						

Cranberry Valley Irrigation System	1,200,000					
Golf Bunkers		485,000				
Police Station Repairs / Study	175,000					
Police New Building Plans					350,000	
Rec. & Youth Sand Pond Bathroom						100,000
High School Plans						100,000
<b>Total Construction</b>	<b>345,000</b>	<b>4,400,000</b>	<b>0</b>	<b>1,560,000</b>	<b>575,000</b>	<b>775,000</b>
<b>Recurring Items &amp; Maintenance</b>						
Highway Roads Maintenance		500,000		500,000		500,000
Highway Sidewalk Construction						250,000
Police Computer Upgrades	185,000	150,000				
Town Hall Computer Upgrades				150,000		
<b>Total Recurring/Maintenance</b>	<b>185,000</b>	<b>650,000</b>	<b>0</b>	<b>650,000</b>	<b>750,000</b>	<b>750,000</b>
<b>Total Construction &amp; Recurring</b>	<b>530,000</b>	<b>5,050,000</b>	<b>0</b>	<b>2,210,000</b>	<b>1,075,000</b>	<b>1,525,000</b>
<b>Vehicle Replacement</b>						
Fire Rescue Vehicle	150,000		150,000		150,000	150,000
Highway Sweeper						
Landfill Tractor				135,000	110,000	
Highway Loader						150,000
Landfill Loader					150,000	
Land fill Refuse Trailer						110,000
<b>Total Vehicle Replacement</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>135,000</b>	<b>260,000</b>	<b>410,000</b>
<b>Total Plan</b>	<b>\$680,000</b>	<b>\$5,050,000</b>	<b>\$150,000</b>	<b>\$2,345,000</b>	<b>\$1,335,000</b>	<b>\$1,935,000</b>

**ARTICLE 12.      FUND HUMAN SERVICES**

**ARTICLE 12.** To see if the Town will vote to raise and appropriate or transfer from available funds (\$74,627.18) Seventy Four Thousand Six Hundred Twenty-Seven and 18/100 Dollars to help defray the expenses of the following named Human Service Agencies and Organizations, said funds to be expended under the direction of the Board of Selectmen, and to act fully thereon. By Petition.

- Independence House, Inc.
- Nauset, Inc.
- Harwich Meals on Wheels, Inc.
- Cape Cod Council on Alcoholism & Drug Dependency, Inc.
- Sight Loss Services, Inc.
- Cape Cod Child Development, Inc.
- The Family Pantry Corporation
- Harwich Ecumenical Council for the Homeless (HECH)  
(includes Children’s Community Center & Youth Ministry)
- South Shore Mental Health, Inc.
- Cape Cod Human Services, Inc.
- Legal Services of Cape Cod and the Islands, Inc.
- Lower Cape Outreach Council, Inc.
- Interfaith Council for the Homeless of Lower Cape Cod
- Eastwind Serve
- CARE (Cape Aids Resource Exchange and Services)

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$74,627.18 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 13.      INTERIM AND LONG TERM POLICE STATION IMPROVEMENTS**

**ARTICLE 13.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to retain design services for assessing the future needs of the department and to commence with repairs and renovations to the existing police building which will address and improve health, safety, maintenance, and operating conditions and to act fully thereon. By request of the Chief of Police. Estimated cost: \$140,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that the sum of \$140,000.00 be raised and appropriated for this purpose, and that to raise this appropriation the Treasurer, with the approval of the Selectmen, be authorized to issue bonds pursuant to the provisions of General Laws, Chapter 44, section 7, or any other enabling statute, for this purpose, provided however that this vote shall



not take effect until the Town, at a regular or special election, votes to exempt from the limitations on total taxes imposed by the General Laws, Chapter 59, section 21 C, amounts required to pay the principal of and interest on the borrowing authorized by this vote. Duly seconded

**ACTION:** This article carried, unanimously.

**ARTICLE 14. INTEGRATED POLICE COMPUTER SYSTEM (PHASE I)**

**ARTICLE 14.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money for replacement of the existing in-house computer mainframe, host, and initial programming for police records management, police and fire department computer aided dispatch, and support platform and to act fully thereon. By request of the Chief of Police. Estimated cost: \$195,000.000.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that the sum of \$215,000.00 be raised and appropriated for this purpose, and that to raise this appropriation the Treasurer, with the approval of the Selectmen, be authorized to issue bonds pursuant to the provisions of General Laws, Chapter 44, section 7, or any other enabling statute, for this purpose, provided however that this vote shall not take effect until the Town, at a regular or special election, votes to exempt from the limitations on total taxes imposed by the General Laws, Chapter 59, section 21 C, amounts required to pay the principal of and interest on the borrowing authorized by this vote. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 15. PROJECT CONTEMPORARY COMPETITIVENESS**

**ARTICLE 15.** To see if the Town will vote to raise and appropriate or transfer from available funds for the Board of Selectmen and School Committee to award scholarships to eighth and ninth grade Harwich students to participate in Project Contemporary Competitiveness at Bridgewater State College; said monies to be used to defray the cost of tuition and related expenses, and to act fully thereon. By request of the School Committee. Estimated cost: \$8,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$8,000.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 16.**      **MEDICAID BILLING SERVICES FOR**  
**SCHOOL DEPARTMENT**

**ARTICLE 16.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to fund a part-time School Department Medicaid Billing Clerk and fund billing services to be provided by a third party vendor in order to obtain Medicaid reimbursement for deposit to the Town General Fund, and to act fully thereon. By request of the School Committee. Estimated cost: \$22,478.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$22,478.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 17.**      **DISBURSE STATE FUNDS FOR AID**  
**TO HARWICH LIBRARIES**

**ARTICLE 17.** To see if the Town will vote to instruct the Selectmen to disburse the funds allocated by the State under the Acts of 1960, as amended by the Acts of 1963, Chapter 672, and as further amended by the Acts of 1970, Chapter 636, and the Acts of 1971, Chapter 1003, for aid to Harwich Libraries in accordance with customary procedure and to act fully thereon. By request of the Trustees of Brooks Free Library.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 18.**      **PURCHASE/EQUIP NEW AMBULANCE**

**ARTICLE 18.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to purchase and equip a new Type III, Class I, Emergency Medical Vehicle, and to trade a 1998 Ford E450 Type III, Class I, Emergency Medical Vehicle and to act fully thereon. By request of the Fire Chief. Estimated cost: \$150,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that the sum of \$138,460.00 be raised and appropriated for this purpose, and that to raise this appropriation the Treasurer, with the approval of the Selectmen be authorized to issue bonds pursuant to the provisions of General Laws, Chapter 44, section 7, or any other enabling statute, for this purpose, provided however that this vote does not take effect until the Town, at a regular or special election, votes to exempt from the limitations on total taxes imposed by the General Laws, Chapter 59,



section 21 C, amounts required to pay for the principal of and interest on the borrowing authorized by this vote. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 19. PURCHASE/EQUIP VEHICLES**

**ARTICLE 19.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to purchase and equip the following vehicles:

<u>Division of Highways &amp; Maintenance</u>	<u>Estimated Cost</u>
One (1) new 3/4 ton Pickup Truck with plow package	\$28,000.00
One (1) new Roll-Off Trailer	\$50,000.00

and to further authorize trade-in or sale of the following old vehicle toward the purchase price where the Board of Selectmen find that the vehicle cannot be utilized elsewhere in Town:

<u>Division of Highways &amp; Maintenance</u>
One (1) 1983 Ford Crew Cab Pickup Truck
and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$78,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.

**ARTICLE 20. PURCHASE/LEASE VARIOUS NEW EQUIPMENT**

**ARTICLE 20.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to lease for up to five (5) years or to purchase outright and equip the following equipment for use by various Town departments:

<u>Golf Department</u>	<u>Estimated Lease Cost</u>	<u>Estimated Purchase Cost</u>
One (1) Tractor/Loader/Backhoe	\$6,372.00	\$25,000.00
Three (3) Bunker Machines @ \$6,400 each	\$4,416.00	\$19,200.00
Three (3) Utility Vehicles @ \$10,000 each	\$6,720.00	\$30,000.00
Three (3) Fairway Mowers @ \$30,666 each	\$21,000.00	\$92,000.00
Three (3) Greens Mowers @ \$12,333 each	\$8,460.00	\$37,000.00
Two (2) Rotary Mowers @ \$8,500 each	\$3,888.00	\$17,000.00
One (1) Spinner Topdresser	\$2,400.00	\$11,000.00
One (1) Sweeper/Vacuum	\$1,704.00	\$7,500.00
<u>Division of Highways &amp; Maintenance</u>		
One (1) Athletic Infield Preparation Machine		\$12,000.00

and to act fully thereon. By request of the Board of Selectmen.



**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$52,804.00 be raised and appropriated for this purpose, and to authorize the trade-in, or sale of the old equipment to be used toward the lease price where the Board of Selectmen find that the equipment cannot be utilized elsewhere in town. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 21.**      **PURCHASE NEW DECK FOR DISPOSAL  
AREA SCALE**

**ARTICLE 21.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to purchase and install one new 3-Section Steel Deck for the Scale at the Disposal Area. By request of the Acting Director of the Division of Highways & Maintenance. Estimated cost: \$25,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$25,000.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 22.**      **CHAPTER 90 ROAD MAINTENANCE**

**ARTICLE 22.** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws, or any other authorizing authority, a sufficient sum of money to be reimbursed by funds made available by the Massachusetts Legislature as the State's contribution for local road construction work under Chapter 90 of the General Laws (funds authorized under Chapter 246 of the Acts of 2002), and to act fully thereon. By request of the Acting Director of the Division of Highways & Maintenance. Estimated cost: \$322,663.16.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$322,663.16 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 23.**      **HERRING RUN RACEWAY REPLACEMENT**

**ARTICLE 23.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to replace the steel raceway ladder at Johnson's Flume and seek and accept any contributions from state or federal sources for this purpose and to act fully thereon. By request of the Natural Resources Director. Estimated cost: \$43,750.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that the Board of Selectmen be authorized to accept only State and Federal grants for this purpose, and that the Selectmen be further authorized to provide Town labor and/or materials or any other in-kind services as the Town's matching share of this project.

Duly seconded

**ACTION:** It is a vote.

**ARTICLE 24.**      **FUND NEW WELL SOURCE EXPLORATION**  
**PHASE II**

**ARTICLE 24.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money for the purpose of New Well Source Exploration Phase II, which will allow us to drill wells and to test for quality and quantity of water that could be available. Said funds to be expended under the direction of the Board of Water Commissioners and Superintendent, and to act fully thereon. By request of the Board of Water Commissioners. Estimated cost: \$170,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$170,000.00 be transferred from available funds for this purpose.

Duly seconded

**ACTION:** It is a vote.

**ARTICLE 25.**      **CHANGE SENIOR EXEMPTION**  
**FROM \$500 TO \$600**

**ARTICLE 25.** To see if the Town will vote to accept certain provisions of Chapter 184 Section 51 of the acts of 2002 amending General Laws Section 5 Clause 41-C as follows: Change the amount of the Senior Exemption from \$500.00 to \$600.00 only. This change to take effect for FY 2004, and to act fully thereon. By request of the Board of Assessors. Estimated cost: \$6,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted.

Duly seconded

**ACTION:** It is a vote.

**ARTICLE 26.**      **INSTALL WELL AT WHITEHOUSE FIELD**

**ARTICLE 26.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to provide a well at Whitehouse Field and to act fully thereon. By request of the Recreation and Youth Commission. Estimated cost: \$9,840.00.



**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$9,840.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 27. FUND BUILDING MAINTENANCE – SCHOOLS**  
**ARTICLE 27.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to fund building maintenance at the Middle and High Schools; said funds to be utilized to accomplish the extraordinary maintenance goals set forth by the school administration in the third year of its 5-year maintenance plan, and to act fully thereon. By request of the School Committee. Estimated cost: \$65,500.00.

**MOTION:** (Barbara Prindle-Eaton, Chairman-School Committee) I move that the Town vote to transfer from available funds the sum of \$65,500 to fund building maintenance at the Elementary, Middle and High Schools; said funds to be utilized to accomplish the maintenance goals set forth by the school administration in the third year of its 5-year maintenance plan and to act fully thereon. Duly seconded

**AMENDMENT TO MAIN MOTION:** (Brian Widegren, Chairman-Finance Committee) I move to amend the main motion by adding that the sum of \$65,500 be raised and appropriated for this purpose, provided that this appropriation shall not take effect until the Town, at a regular or special election, votes pursuant to the provisions of General Laws Chapter 59, section 21C (g), to exempt the amount herein appropriated from the limitations imposed on the total amount of taxes to be raised for FY 2004 by the provisions of General Laws, Chapter 59, Section 21C, proposition 2 1/2, so called. Duly seconded

A motion was made and seconded to terminate debate, a 3/4 majority vote was needed to pass. It was a unanimous vote, so declared.

**ACTION ON THE AMENDMENT:** This amendment did not carry.

**ACTION ON MAIN MOTION:** The motion carried.

**ARTICLE 28. DEFRAID EXPENSES – CHASE AND HARWICH PORT LIBRARIES**

**ARTICLE 28.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to help defray the expenses of the Chase Library and the Harwich Port Library; said funds to be



expended under the direction of the Board of Selectmen, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$22,630.00.

**MOTION:** (Donald Howell, Selectman) I move that this article be accepted and adopted, and that the sum of \$22,630.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** This motion carried.

**ARTICLE 29.**            **ESTABLISH BETTERMENT PROGRAM FOR PRIVATE WAYS**

**ARTICLE 29.** To see if the Town will vote to adopt a betterment program pursuant to the provisions of Chapter 80, Section 1 of the Massachusetts General Laws for the purpose of improving certain private ways and to raise and appropriate or transfer from available funds a sufficient sum of money for this purpose, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$0.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that the Board of Selectmen be authorized to adopt regulations for the purpose of implementing a betterments program to improve certain private ways. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 30.**            **ADOPT PLEASANT BAY RESOURCE MANAGEMENT PLAN UPDATE**

**ARTICLE 30.** To see if the Town will vote to adopt the Pleasant Bay Resource Management Plan Update developed in accordance with the Pleasant Bay Resource Management Plan adopted by the Town in 1998, and the Intermunicipal Agreement with the towns of Orleans and Chatham, authorized by the Town in 1998; and to authorize the Board of Selectmen to enter into a successor Intermunicipal Agreement, as amended by the Board of Selectmen, with one or more of the aforementioned towns for the purpose of continuing the Pleasant Bay Resource Management Alliance to implement the plan and plan update, and to act fully thereon. By request of the Board of Selectmen.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

The Moderator, Michael D. Ford, stepped down on the following article.

**ARTICLE 31.**      **ACQUIRE LAND OF PETER COPELAS –**  
**ROBBINS POND**

**ARTICLE 31.** To see if the Town will vote to authorize and direct the Board of Selectmen to acquire by gift, by purchase, by eminent domain or otherwise, for any of the purposes specified in the Cape Cod Land Bank Act (Chapter 293 of the Acts of 1998, as amended by Section 211 of Chapter 127 of the Acts of 1999) all or a portion of the land owned by Peter Copelas located in North Harwich and shown as Lots 1, 2, 3, 4, 5 and 6 and the fee in Wind Drift Way and Eastgate Road on a plan recorded at the Barnstable County Registry of Deeds in Plan Book 573 Page 83, and containing 7.86 acres, more or less, and which lots are also shown on Harwich Assessor's Map 79 as Parcels A1-1, A1-2, A1-3, A1-4, A1-5, A1-6 and further described in deeds recorded in the Barnstable County Registry of Deeds Book 3213 Page 319 and Book 7789 Page 217, and to raise and appropriate, or transfer from available funds, or borrow a sufficient sum of money for such acquisition, and further to authorize the Board of Selectmen and/or the Conservation Commission to file on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (Chapter 132A, §11) and/or any others in any way connected with the scope of this article, and further to authorize the Board of Selectmen to negotiate the purchase of the land and to make the decision to enter into any agreement to purchase the land and to execute any and all instruments as may be necessary on behalf of the Town and to act fully thereon. By request of the Real Estate and Open Space Committee. Estimated Cost: \$1,100,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that the sum of \$1,100,000.00 be appropriated for the purpose of purchasing and/or taking by eminent domain for preservation, open space, conservation and passive recreational purposes, the land described in the article, being the land owned by Peter Copelas located in North Harwich and shown as lots 1,2,3,4,5, and 6 and the fee in Wind Drift Way and Eastgate Road on a plan recorded at the Barnstable County Registry of Deeds in plan book 573 page 83, and containing 7.86 acres, more or less, and which lots are also shown on Harwich assessor's map 79 as parcels A1-1,A1-2, A1-3, A1-4, A1-5, A1-6 and further described in deeds recorded in the Barnstable County Registry of Deeds book 3213 page 319 and book 7789 page 217, which land is to be managed and controlled by the Conservation Commission under the provisions of G.L.c.40, sec 8C, and that to raise said appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$1,100,000.00 pursuant to section 7 of Chapter 293 of the Acts of 1998 Entitled "AN ACT RELATIVE TO THE ESTABLISHMENT OF THE CAPE COD OPEN SPACE LAND



ACQUISTION PROGRAM” as amended, or any other enabling authority, and to issue bonds or notes of the Town therefore; and further that the sum of \$25,000.00 be transferred from the Land Bank Account for the purpose of funding the costs of such borrowing; provided further that the Board of Selectmen and the Conservation Commission be authorized to take all actions necessary to carry out the acquisition of the land in accordance with the provisions of the article and this vote, including, without limitation, the authority to grant a conservation restriction to the Harwich Conservation Trust, which conservation restriction shall contain such terms and conditions as the Board of Selectmen deem appropriate. Duly seconded

To: Town Clerk  
From: Real Estate and Open Space Committee  
Re: Recommendation regarding Article 31,  
Annual Town Meeting, May 5, 2003

The Real Estate and Open Space Committee (Land Bank Committee) voted at a meeting held on September 26, 2002 to recommend to Town Meeting that the Town acquire the Copelas property so called, for the sum of \$1,100,000.00, in accordance with the provisions of Article 31 of the Annual Town Meeting Warrant dated May 5, 2003.

Date: May 5, 2003 Isabel Smith, Chair  
Real Estate and Open Space Committee

**ACTION:** This article was an interest in land, it needed a 2/3 majority vote to pass, it was a unanimous vote, so declared.

**ARTICLE 32. RESCIND UNUSED BONDING AUTHORIZATION**

**ARTICLE 32.** To see if the Town will vote to rescind the action taken under the following Articles:

Article 70 of the May 1, 2000 Annual Town Meeting which authorized the borrowing of the sum of \$202,000.00 for the purpose of acquiring land owned by Joan L. Rider, Trustee located off Church Street in Harwich;

Article 72 of the May 1, 2000 Annual Town Meeting which authorized the borrowing of the sum of \$70,200.00 for the purpose of acquiring land now or formerly owned by Louise D. Caruso et al located off Halls Path and Seth Whitefield Road in Harwich.

Article 61 of the May 7, 2001 Annual Town Meeting which authorized the borrowing of the sum of \$200,000.00 for the purpose of acquiring land owned now or formerly by the Estate of Frederick W. Nickerson located off Depot Road in Harwich.



Article 62 of the May 7, 2001 Annual Town Meeting which authorized the borrowing of the sum of \$25,000.00 for the purpose of acquiring land owned now or formerly by the White Family located off Chatham Road in Harwich;

and to act fully thereon. By request of the Real Estate and Open Space Committee.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

At 10:40 PM, Monday May 5, 2003 a motion was made and seconded to adjourn the Annual Town Meeting until 7:00 PM on May 6, 2003.

On Tuesday, May 6, 2003, the Moderator , Michael D. Ford, called the Annual Town Meeting to order at 7:00 PM with the total of 365 registered voters in attendance. The meeting began with:

A motion was made and seconded to consider taking Articles 33-37 out of order until the end of the Special Town Meeting and begin with Article 38. A 2/3 majority vote was needed to pass, the motion did not carry.

### **ARTICLE 33.      TRANSFER LAND FOR AFFORDABLE HOUSING**

**ARTICLE 33.** To see if the Town will vote to transfer and dedicate Parcel D-3 as shown on Assessor's Map 5, containing approximately 6.5 acres of land, for the purpose of providing beach area, parking and related facilities, and the construction of affordable housing; and/or for the sale of a portion of that parcel to raise revenue for the support of affordable housing and development of beach related facilities; and to further authorize the Board of Selectmen to negotiate other provisions as the Board deems necessary and appropriate to carry out the purposes of this article including, but not limited to, design, construction, management, and deed restrictions mandating that the parcels and eventual improvements used for housing be held affordable in perpetuity and that the parcels and improvements used for recreation purposes be held in perpetuity for that purpose and to act fully thereon. By request of the Harwich Housing Committee.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** This article was indefinitely postponed.

**ARTICLE 34.      TRANSFER LAND FOR AFFORDABLE HOUSING**

**ARTICLE 34.** To see if the Town will vote to transfer and dedicate Parcel G3-1 as shown on Assessor's Map 53, containing approximately 9 acres of land for the construction of affordable housing and to further authorize the Board of Selectmen to negotiate other provisions as the board deems necessary and appropriate to carry out the purposes of this article including, but not limited to, design, construction, management, and deed restrictions mandating that the parcels and eventual improvements be held affordable in perpetuity, and to act fully thereon. By request of the Harwich Housing Committee.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that this parcel be developed for affordable housing under the direction of the Board of Selectmen and in accordance with such terms and conditions to be determined by the Board.

Duly seconded

**AMEND THE MAIN MOTION:** (Donald Howell, Selectman) I move to amend the main motion to accept and adopt, provided that eligibility and design criteria are developed by the Board of Selectmen following public hearings and that the subsequent housing shall be single family owner-occupied.

Duly seconded

A motion was made and seconded to terminate debate, a 3/4 majority vote was needed to pass. It was a unanimous vote, so declared.

**ACTION ON THE AMENDMENT:** The amendment did not carry.

A motion was made and seconded to terminate debate, a 3/4 majority vote was needed to pass. A standing count was taken YES 275 NO 42, the debate was terminated.

**ACTION ON MAIN MOTION:** This article needed a 2/3 majority vote to pass. A standing count was taken YES 197 NO 118. The motion did not carry.

Brian Widegren made a motion to adjourn the Annual Town Meeting to the conclusion of the Special Town Meeting, which was seconded. The Special Town Meeting was called to order at 8:15 PM, on Tuesday, May 6, 2003.

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH  
SPECIAL TOWN MEETING WARRANT  
MAY 6, 2003**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said County,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street in said Town on Tuesday, May 6, 2003 at 8:00 P.M., then and there to act on the following articles:

Hereof fail not to make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this thirty-first day of March, 2003.

s/Peter S. Hughes, Chairman

s/Donald F. Howell

s/Robert S. Widegren

s/Cyd Zeigler

BOARD OF SELECTMEN

A true copy Attest:

s/James M. Noonan

Constable

April 17, 2003

By virtue of this Warrant I have this day notified and warned the inhabitants of the Town of Harwich, qualified to vote in elections and town affairs, to meet in the Community Center, 100 Oak Street in said Town on Tuesday, the 6<sup>th</sup> day of May, 2003 at the time and place for the purpose herein named by posting up attested copies thereon in the four (4) Post Office buildings and in Town Hall in the Town of Harwich which covers all four precincts, at least fourteen (14) days before the time of said meeting as within directed, and causing an attested copy thereof to be published in the Harwich Oracle published in Barnstable County and having its circulation in the Town of Harwich.

s/James M. Noonan

Constable



**ARTICLE 1.**        **SUPPLEMENT FINANCE COMMITTEE**  
**RESERVE FUND ACCOUNT**

ARTICLE 1. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money to supplement the FY'03 Finance Committee Reserve Fund Account and to act fully thereon. By request of the Finance Committee. Estimated cost: \$646,198.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$666,582.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 2.**        **MAINTAIN/UPDATE/CERTIFY**  
**REAL/PERSONAL PROPERTY VALUATIONS**

ARTICLE 2. To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to maintain, update, and/or certify real and personal property valuations and to act fully thereon. By request of the Board of Assessors. Estimated cost: \$17,500.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$17,500.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 3.**        **ADOPT HARWICH HOUSING STRATEGY**

ARTICLE 3. To see if the Town will vote to approve and adopt the Town of Harwich Housing Strategy (included as Attachment A), and to act fully thereon. By request of the Harwich Housing Committee.

(Attachment A)

**Town of Harwich**  
**Housing Strategy**  
**Background**

On May 2, 2000 the Harwich Town Meeting adopted a final Local Comprehensive Plan which included a section on Affordable Housing (section 11.0). This section constitutes, in effect, a housing strategy for the Town of Harwich. This plan contained 19 recommendations with respect to affordable housing. Recommendation 18 calls for an update of the affordable housing analysis every three years. Additionally, in a letter from Director Gumble (Massachusetts Department of Housing and Community Development) dated August 27, 2002, the Town of Harwich was notified that in order to become

housing certified for FY 04, pursuant to Executive Order 418, the town must have in place a housing strategy. The housing strategy must contain sufficient information and unit production goals so as to be able to determine whether the units added are sufficient for the granting of future certifications.

It is with the goal of updating the existing housing analysis and providing a housing strategy that the following document has been prepared.

### **Changes in Conditions**

Since May 2000 there have been several changes in the cost, supply and availability of affordable housing. The median sales price for single homes in Harwich has increased from \$188,050 Jan – Oct 2000 to \$277,000 Jan – Oct of 2002 (The Warren Group). New housing units built in Harwich total 167 in 1999, 118 in 2000, 105 in 2001 and 90 through November of 2002. During this period 65 of these units (Pine Oaks III) qualify as affordable units.

While the median price of housing has risen 47%, median income for Barnstable County has increased 18.4%, from \$47,700 (for a family of four) in 2000 to \$56,500 in 2002. Housing is considered affordable if a family with an income 80% of the median spends less than 30% for housing. In 2000 this amount was \$954 per month and in 2002, \$1130 per month. In 2000 a family earning 80% of median income could afford a home costing \$135,000 (assuming 10% down, 6.25% interest, taxes and insurance) and in 2002, one costing \$175,000 under the same assumptions.

The goal for affordable housing, as set by Executive Order 418, is for each town to have 10% of its available housing affordable. Harwich currently has 214 affordable units (3.65%), 372 units short of the current goal of 586. In 2025, when Harwich will reach its build out total of 8500 units, 850 units should be affordable. This leaves Harwich with a need to have created 636 units over the next 22 years, or 29 units a year.

### **Issues**

The provision of affordable rental opportunities for working people and their families still appears to be the greatest identified need. Anecdotal evidence from school, town and private employers all indicate that the lack of affordable housing is the greatest problem in attracting and retaining employees. The lack of affordable seasonal employee rental housing also has been identified as a problem and as such places additional pressure on the availability and affordability of year round rental units.



Making progress on meeting the 10% goal is important on several levels. The most obvious is the benefits to the residents of Harwich of having affordable housing available. Maintaining Housing Certification under EO 418 is also important. Maintaining this certification affects the Town's standing in resisting ill-conceived 40B development proposals. Remaining certified also impacts the extent to which Harwich will remain competitive in applying for State grant funding.

Harwich can play several roles in implementing a housing strategy. The town on one hand can serve a purely regulatory role expecting the private sector to respond to requirements and inducements. On the other hand, Harwich can play an active role, directly acting to develop affordable units. As an active developer of housing, the Town is in the best position to control where and what type of housing is developed and whether that housing meets the Town's most critical needs. Eventually, as an owner of housing, Harwich will have an asset which provides affordable housing in perpetuity and over time will earn a return which can be invested in additional units.

If the Town decides to develop affordable units by buying existing units, the cost in dollars, to provide the necessary level of subsidy, can be significant. Harwich, in order to make the unit affordable, would have to purchase the property outright or subsidize the purchase price so that the remaining mortgage payment would be affordable. The cost to the Town in today's market would possibly average \$100,000 per unit of single family housing. Additionally, by purchasing an existing property those properties are removed from the tax roll. Benefits of this strategy are that purchases can occur in any area of town and by not adding to the total number of units, the total number of affordable units needed is not affected.

Harwich can also provide a subsidy by providing existing Town owned land for the construction of new housing. The cost of land today makes up a significant portion of the cost of housing. Construction cost can be financed by traditional bank financing and should be affordable without any additional Town cash outlay. Local financial institutions have responsibilities under the Community Reinvestment Act and should be interested in local options to meet these responsibilities.

The benefit in building new housing is that the types of units needed, can be built – single or multi units, 1, 2 or 3 bedrooms, etc. Costs for removing lead paint, making units accessible and renovating and repairing existing construction defects are avoided. Land which the Town has provided should remain in public ownership. Additionally, as units developed by the Town produce



excess revenue, said revenue should be reinvested in additional housing opportunities.

## **Goals**

1. To promote the annual development, whether by new construction, acquisition, and/or conversion of existing buildings, by Town action and action of others, 29 units of affordable housing, 70% of which will provide for the need of rental housing.
2. To promote the development of funding sources and income streams to support the development of affordable housing.
3. To continue to review Town by-laws, and other regulations, and strive to remove barriers preventing the development of affordable housing.

## **Recommendations**

1. Adopt a plan and strategy which has concrete production goals for the coming three years with an updating and extension of the plan at that time.

**Discussion** – In achieving the affordable housing goals, all potential players, the Town and both for profit and non-profit members of the private sector will have to do a part. The Town can only decide what it will specifically do over the next three year period. Goals can be suggested for the private sector but performance cannot be required. Housing production by all players, changes in the economic framework and changes in regulatory requirements over the ensuing three years will make a fresh analysis and goal setting necessary.

2. Establish a local fund for affordable housing for the receipt of cash contributions, state and private grants, and local funds dedicated to affordable housing.
3. Request that Town Meeting, in May, 03, set aside the following parcels for affordable housing:
  - a. Map 53, Parcel G3-1, approximately a 9 acre lot off Driftwood Lane in East Harwich for the provision of 46 bedrooms in 1, 2 and 3 bedroom units, typically arranged in four unit buildings.
  - b. Map 71, Parcel A1-3, 6.5 acre lot on Oak St. in Harwich Center for the provision of 26 bedrooms in 1, 2 and 3 bedroom units, typically arranged in four unit buildings.
  - c. Map 5, Parcel D-3, 6.5 acre lot on Earle Rd., West Harwich, a portion to be reserved for the beach, parking, facilities, and buffer, a portion to raise funds to develop beach facilities and affordable housing, and the remainder for the development of

- up to 12 bedrooms, in a variety of unit configurations, of affordable housing.
- d. Identify parcels in North Harwich, Pleasant Lake, South Harwich, and Harwich Port to be set aside by Town Meeting in May 04 and 05 for similar Town owned rental housing development.
  4. Request that Town Meeting set aside the following parcels for development of one or more single family units by the Harwich Housing Authority, Lower Cape and/or Harwich Community Development Corp., or Harwich Ecumenical Council for the Homeless.
    - a. Map 21, Parcel E4-2, .54 acre lot on Sisson Rd., Harwich Port.
    - b. Map 74, Parcel S6-15, .17 acre lot on Holmes Rd., East Harwich.
    - c. Locate additional single lots in all villages for consideration at the 04 and 05 Town Meetings.
  5. Develop and issue requests for proposals on the following two parcels.
    - a. Map 10, Parcel X-3, 1.81 acre lot on Willow St. (set aside at May, 01 Town Meeting).
    - b. Map 30, Parcel A-3, .54 acre lot on Old Campground Rd. (set aside at May, 01 Town Meeting).
  6. Of the 29 unit annual goal for affordable housing the Town will encourage private developers, including both for profit and not-for-profit organizations, to provide 14 units of affordable housing in each of the next three years.
  7. In order to reduce the demand for affordable rental units in the summer months, the Planning Board and other concerned Town Committees will review and make recommendations concerning issues related to the establishment of seasonal employee congregate housing as an alternative to the fierce competition for affordable summer rentals.
  8. The Board of Selectmen of the Town of Harwich shall establish a task force made up of representatives nominated by Town Committees involved in the provision of affordable housing, preservation of the historic character of the Town, and the identification and acquisition of open space, and other interested parties, to review issues, costs, and benefits of enacting provisions of the Community Preservation Act and to bring a recommendation forward for the May, 2004 Town Meeting.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted.

Duly seconded



**AMEND THE MAIN MOTION:** (Richard Houston) I move to amend the main motion by removing "36" under the heading "Recommendations".

Duly seconded

This motion was withdrawn.

**ACTION:** This article passed.

**ARTICLE 4. AMEND GENERAL BY-LAWS – TOWN MEETING**

**ARTICLE 4.** To see if the Town will vote to Amend CHAPTER I, ARTICLE 1, PARTS 1-101 through 1-103 of the By-laws by:

- (1) Inserting the following bold face text in PART 1-101 and deleting the underlined text:

All articles to be inserted in the May Town Meeting warrant shall be presented **submitted, in final form**, in writing to the Selectmen no later than four (4) p.m. on the third **second** Friday in January previous to the meeting. All articles for a Special Town Meeting shall be submitted as aforesaid at least forty (40) days before the Special Town Meeting.

- (2) Renumbering PART 1-102 as PART 1-103.
- (3) Inserting the following bold face text as PART 1-102.

**A copy of all articles to be inserted in the warrant for any Town Meeting shall be submitted by the Board of Selectmen to the Finance Committee not later than (14) days after the deadline for the submission of articles set forth in Part 1-101 above.**

or take any other action relative thereto. By request of the By-law/Charter Review Committee.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted with the following change: under #3 change 14 days to 30 days.

Duly seconded

**AMEND THE MAIN MOTION:** (Barry Hemeon) I move that the main motion be amended to read as follows: the article be accepted as printed in the warrant.

Duly seconded

**ACTION ON AMENDMENT:** The amendment carried.

**ACTION ON MAIN MOTION AS AMENDED:** Motion carried.



## **ARTICLE 5.      AMEND TOWN CHARTER**

ARTICLE 5. To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act providing that legislation be adopted amending the Town Charter, as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action relative thereto. By request of the By-law/Charter Review Committee.

### **SPECIAL ACT:**

An Act relative to the Charter of the Town of Harwich

Section 1. The Charter of the Town of Harwich, which is on file in the office of the archivist of the Commonwealth, as provided in section 12 of Chapter 43B of the General Laws, is hereby amended by deleting the text of the charter in its entirety and substituting it with the following:

### **TOWN OF HARWICH CHARTER PREAMBLE**

We, the people of the Town of Harwich, Massachusetts, in order to reaffirm the customary and traditional liberties of the people with respect to the conduct of local government and to take the fullest advantages inherent in the home rule amendments to the Constitution of the Commonwealth, do hereby adopt the following Home Rule Charter for this Town.

### **CHAPTER 1      TOWN INCORPORATION, FORM OF GOVERNMENT, AND POWERS**

#### **SECTION 1      Incorporation**

1-1-1 The present Town of Harwich, within its territorial limits as now or as may hereafter be established by law, is hereby continued as a body corporate and politic with perpetual succession under the name: Town of Harwich.

## SECTION 2      Form of Government

1-2-1      This charter provides for an open Town Meeting-Board of Selectmen-Town Administrator form of Town government, and it shall be known by the title: Harwich Home Rule Charter.

## SECTION 3      Scope and Construction of Town Powers

1-3-1      The Town shall possess, exercise, and enjoy all powers possible under the Constitution and Statutes of the Commonwealth as completely and fully as though they were expressly enumerated herein.

## SECTION 4      Construction of Charter

1-4-1      The powers of the Town under this charter shall be construed liberally in favor of the Town, and the specific mention of particular powers in the charter shall not be construed as limiting in any measure the general powers of the Town as stated in this chapter.

## SECTION 5      Severability

1-5-1      If any provision of this charter is held invalid, the other provisions of the charter shall not be affected thereby. If the application of this charter to any person or circumstance is held invalid, the application of this charter and its provisions to other persons and circumstances shall not be affected thereby.

## SECTION 6      Intergovernmental Relations

1-6-1      Consistent with the provisions of law, the Town may exercise any of its powers, perform any of its functions, or participate in the financing thereof, by contract or otherwise, jointly or in cooperation with any one or more municipalities, civil divisions, subdivisions, or agencies of the Commonwealth, other states, or the United States Government.

## SECTION 7      Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Town in all cases to which they are applicable and in which they are not inconsistent with this charter, the by-laws, or the General Laws of the Commonwealth.

## CHAPTER 2      TOWN MEETING

### SECTION 1      Organization and Powers

2-1-1      The legislative powers of the Town shall be exercised by a Town Meeting open to all registered voters of the Town.

2-1-2      The Town Meeting shall consider and act upon with or without amendments, all charter amendments, all by-laws, proposed operating and capital improvement budgets, bond issues, and other financial proposals of the Town.

2-1-3      The Town Meeting shall possess and may exercise all powers possible under general law.

### SECTION 2      Warrants

2-2-1      Warrants for all Town Meetings shall be issued by the Board of Selectmen and opened and closed in accordance with CHAPTER I, ARTICLE 1, PART 1-101 of the By-laws.

2-2-2      The warrant for any and all Town Meetings shall be published in a newspaper of general circulation within the Town at least fourteen days prior to the meeting, and shall be posted in a public place in every precinct in the Town at least fourteen days prior to any such meeting.

2-2-3      A copy of the warrant for any and all Town Meetings shall be mailed by first-class mail to the residential address of all registered voters at least fourteen (14) days prior to the date of such meeting. Only one copy of the warrant will be sent to the residential address regardless of the number of registered voters residing at that address. Warrants shall continue to be provided to the voters upon check in at any Town Meeting.

### SECTION 3      Procedures

2-3-1      The annual Election of Town officers shall be called pursuant to Chapter 8, clause 8-1-1. The annual Town Meeting for transaction of other Town business shall be held the first Monday in May.

2-3-2      A special Town Meeting may be called by the Board of Selectmen, and shall be called by said board upon the request, in writing, of at least two hundred registered voters of the Town.



2-3-3 The quorum for the conduct of business for any Town Meeting shall be as provided by by-law.

2-3-4 In all procedural matters, the Town Meeting shall be governed by general law, this charter, or by-law.

#### SECTION 4 Initiative

2-4-1 By written petition to the Board of Selectmen, any ten (10) voters of the Town may secure the inclusion of an article in a warrant for the Annual Town Meeting, and at least one hundred registered voters may secure the same for any duly scheduled Special Town Meeting.

#### SECTION 5 Moderator

2-5-1 A Moderator, elected in accordance with clause 6-3-1, shall preside at all sessions of the Town Meeting.

#### SECTION 6 Simplified Rules of Procedure

2-6-1 Rules of parliamentary procedure in simplified form shall be prepared by the Moderator and shall be included in the Town Meeting warrants prepared for distribution to Town voters.

#### SECTION 7 Ad Hoc Committees

2-7-1 All ad hoc committees established by the Town Meeting shall be appointed by the Moderator, unless the motion establishing any such committee shall name the members, provide for their election, or provide for a different appointive authority.

#### SECTION 8 Articles Having Fiscal Implications

2-8-1 All proposed operating expenditures shall be included in a single, omnibus-type article in the Town Meeting warrant.

2-8-2 All articles shall be considered by the Finance Committee which shall issue a written recommendation on all such articles. The chairman of the committee, or a designated representative, shall be present at the Town Meeting to provide verbal explanations of the committee's recommendations.

2-8-3 Unless the article has been submitted by petition in accordance with clause 2-4-1, no article calling for the appropriation of funds shall be included

in any special Town Meeting warrant unless the proposed expenditure has been recommended by the Board of Selectmen and the Finance Committee, acting separately at separate meetings.

## SECTION 9      Compulsory Attendance

2-9-1    All Town officers, the chairmen of multi-member bodies, division directors, and department heads, or their duly designated representatives, shall attend sessions of the Town Meeting when proposals affecting their particular office, body, division, department, or function are included in the warrant. The absence of any such persons shall not invalidate the actions of the Town Meeting.

## CHAPTER 3      BOARD OF SELECTMEN

### SECTION 1      The Board of Selectmen

3-1-1    A Board of Selectmen of five members shall be elected at-large for three-year overlapping terms.

3-1-2    Vacancies in the office of selectmen shall be filled by special election in accordance with the provisions of general law.

### SECTION 2      Policy Leadership Responsibilities

3-2-1    Except as otherwise provided by this charter, all executive powers of the Town shall be vested in the Board of Selectmen. The Board of Selectmen shall have all of the powers and duties given to boards of selectmen under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the charter, by by-law, or by any other Town Meeting vote.

3-2-2    The Board of Selectmen shall cause the laws and orders for the government of the Town to be enforced and shall cause an up-to-date record of all its official acts to be kept.

3-2-3    The Board of Selectmen shall serve as the chief policy-making agency of the Town and, as such, shall not normally administer the day-to-day affairs of the Town, but shall instead regularly direct the Town Administrator to help it in carrying out its administrative duties, and make recommendations to the Town Meeting relating to actions required to be taken by that body.

## SECTION 3      General Powers, Duties and Responsibilities

3-3-1      The Board of Selectmen shall have the power to enact rules and regulations establishing Town policies, not otherwise governed by general law, this charter, or by-law, provided, however, that whenever an appropriation shall be necessary to implement such action, the vote of the board shall be effective only if such appropriation has been authorized by Town Meeting.

## SECTION 4      Powers of Investigation

3-4-1      The Board of Selectmen may conduct investigations and may authorize the Town Administrator or other agent to investigate the affairs of the Town and the conduct of any Town department, office, or agency, including any doubtful claims against the Town, and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The report of such investigation shall be placed on file in the office of the Town Clerk, and a report summarizing such investigation shall be printed in the next Town Report.

## SECTION 5      Specific Powers, Duties, and Responsibilities

3-5-1      The Board of Selectmen shall be recognized as head of the government for all ceremonial purposes.

3-5-2      The Board of Selectmen shall act as the licensing authority of the Town and shall have the power and responsibility required to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, and to attach conditions and impose such restrictions as it considers to be in the public interest, and further, to enforce, or cause to be enforced, the laws, rules and regulations relating to all businesses for which it issues licenses.

3-5-3      The Board of Selectmen shall have the authority to designate from time to time one or more of their members to sign warrants for the payment of Town funds in the absence of the Town Administrator as referenced in Clause 4-6-1. Such designation shall be in the form of a vote by a majority of the Board at a duly called and held Public Meeting which vote shall take effect as soon as a written copy thereof signed by a majority of the Board is filed in the Office of the Town Clerk, Town Accountant and Town Treasurer.

## SECTION 6      Powers of Appointment

3-6-1      The Board of Selectmen shall have the power to appoint: a) a Town Administrator as provided in Chapter 4; b) a Town Counsel; c) a Town



Accountant; d) a Police Chief; e) a Fire Chief; f) three Assessors for overlapping three-year terms; g) three members of a Board of Registrars of voters for overlapping three-year terms; h) Election Officers; i) one or more Constables; and j) two members of the Capital Outlay Committee.

3-6-2 The Board of Selectmen shall also have the power to appoint policy-making multi-member bodies enumerated in Chapter 7 and such other bodies as may be in existence on the effective date of this charter and for whom no other method of appointment is provided in this charter. Unless otherwise provided, the Board shall also appoint such other bodies as may be hereafter established by general law, charter, by-law, or vote of the Town Meeting.

## SECTION 7      Prohibitions

3-7-1 Except for the purpose of investigation authorized by this charter, the Board of Selectmen or its members shall deal with Town officers and employees who are subject to the direction and supervision of the Town Administrator solely through the Town Administrator and neither the board nor its members shall give orders to any such officer or employee, either publicly or privately.

3-7-2 Members of the Board of Selectmen shall be ineligible to serve on appointive Town multi-member bodies established by this charter or by by-law.

3-7-3 Members of the Board of Selectmen shall be eligible to serve as ex officio, non-voting members of ad hoc advisory committees.

## CHAPTER 4      THE TOWN ADMINISTRATOR

### SECTION 1      Appointment

4-1-1 The Board of Selectmen, by an affirmative vote of at least four members, shall appoint a Town Administrator for an indefinite term to serve at its pleasure.

4-1-2 In selecting a Town Administrator, the Board of Selectmen shall search for candidates by placing an advertisement in the International City Management Association Newsletter or similar professional publication and in at least two newspapers having statewide or regional circulation.

### SECTION 2      Qualifications

4-2-1 The Town Administrator shall be appointed on the basis of educational, executive and administrative qualifications and experience. The edu-

cational qualifications shall consist of at least a bachelor's degree, preferably in public administration, granted by an accredited degree-granting college or university. The professional experience shall include at least five years of prior full time, compensated executive service in public or business administration. Alternately, two years or more of professional experience and a master's degree in an appropriate discipline shall qualify any applicant.

### SECTION 3      Duties

4-3-1      The Town Administrator shall be the chief administrative officer of the Town and shall be responsible for administering and coordinating all employees, activities and departments placed by general law, this charter, or by-law under the control of the Board of Selectmen and of the Town Administrator.

4-3-2      He shall devote his full working time to the duties of his office; he shall not become a candidate for, or hold, any elective office during his term of appointment; and he shall not engage in any business activity during his term, except with the written consent of the Board of Selectmen. He shall:

- (a)      Attend all meetings of the Board of Selectmen, except when excused, and have the right to speak but not to vote.
- (b)      Assemble, prepare, and present to the Board of Selectmen the annual operating budget of the Town.
- (c)      Develop and annually revise the capital improvements plan and budget, in consultation with the Capital Outlay Committee.
- (d)      Be responsible for seeing that the budget is administered and expended as adopted by the Town Meeting and in accordance with general law, this charter, and by-law.
- (e)      Keep the Board of Selectmen informed regarding all departmental operations, fiscal affairs, general problems, and administrative actions, and to this end shall submit regular reports to the board.
- (f)      Keep the board informed regarding the availability of state and federal funds and how such funds might relate to unmet short-range and long-range needs.
- (g)      Be responsible for the solicitation and preparation of applications for grants.



- (h) In the absence of the Personnel Administrator, be responsible for the day-to-day administration of the personnel system and by-law, and administer and enforce collective bargaining contracts, the Personnel By-law, and rules and regulations adopted by the Board of Selectmen.
- (i) Be responsible for the purchasing of services, supplies, materials, and equipment for all Town divisions, departments, and offices, excepting those for the School Department, the Water Department, and for the Brooks Free Library.
- (j) Coordinate, with the approval of the Board of Selectmen, the administrative activities of all multi-member bodies and officers concerned with the physical, economic, and environmental development of the Town.
- (k) Develop, keep, and annually update a full and complete inventory of all property of the Town, except school property, both real and personal.
- (l) Convene regular meetings of the management advisory team established by clause 5-3-3.
- (m) Negotiate collective bargaining contracts on behalf of the Board of Selectmen, unless the board shall have designated another negotiator.
- (n) Perform such other duties as may be required by this charter, by-law, or vote of the Board of Selectmen.

#### SECTION 4      Responsibilities for Appointments

4-4-1 Subject to the approval of three or more affirmative votes of the Board of Selectmen, the Town Administrator shall have the power to appoint, and on the basis of merit and fitness alone, and except as may otherwise be provided by general law, this charter, or the Personnel By-law, may suspend or remove a) Division Directors; b) Department Heads; c) a Treasurer-Tax Collector; d) a Town Engineer; e) a Town Planner; f) a Health Agent; g) a Harbormaster; h) an Assistant Town Administrator; and i) a Director of Recreation.

4-4-2 The Town Administrator shall also appoint, on the basis of merit and fitness alone, and, except as may otherwise be provided by general law, this



charter, Personnel By-law, or collective bargaining agreements, may suspend or remove: a) all full-time Town employees; b) all part-time employees; c) all employees of appointed Town multi-member bodies; d) one or more inspectors; and e) all other full-time, part-time or seasonal employees, except those of the Police and Fire Departments, and those departments headed by elected officials. All such appointments and removals shall be subject to disapproval by four affirmative votes of the Board of Selectmen taken within fourteen days.

4-4-3 The Town Administrator shall appoint two (2) members to the Capital Outlay Committee.

## SECTION 5      Responsibilities for Administrative Reorganization

4-5-1 The Town Administrator may, with the approval of the affirmative vote of at least three members of the Board of Selectmen, establish, reorganize, consolidate or abolish any division, department or position placed by this charter under his direction and supervision, except as otherwise provided by general law, this charter, or by vote of Town Meeting.

4-5-2 The creation of any new full-time, compensated position which requires the approval of the Board of Selectmen shall not become effective until the position has been funded by a vote of Town Meeting.

## SECTION 6      Responsibilities for Disbursements

4-6-1 The Town Administrator shall have the authority to issue warrants for the payment of Town funds and his signature thereon will be sufficient authorization for payment thereof by the Town Treasurer provided, however, in the absence of the Town Administrator or in the event of a vacancy in said office, warrants may be signed by the person or persons designated by the Board of Selectmen in accordance with Clause 3-5-3 of Chapter 3, Section 5.

## SECTION 7      Evaluation

4-7-1 The Board of Selectmen shall annually evaluate the performance of the Town Administrator. The board shall adopt a written set of procedures and criteria which shall form the basis for the evaluation.

4-7-2 A copy of the evaluation shall be provided to the Town Administrator.

4-8-1 The Board of Selectmen, by the affirmative vote of at least three members, may initiate the removal of the Town Administrator by adopting a resolution to that effect, stating the reasons therefor, provided that no such resolution shall be adopted within ninety days following any town election that has resulted in a change in the incumbents on the board. The vote initiating removal shall be taken at a regular scheduled public meeting of the board and in open session.

4-8-2 The adoption of said resolution shall serve to suspend the Town Administrator for a period of not more than forty-five days during which the salary shall continue to be paid. A copy of such resolution shall be delivered forthwith to the Town Administrator in person, or sent by registered mail to his place of residence.

4-8-3 Within five days following the receipt of such resolution, the Town Administrator may file a written request for a public hearing. If such a hearing is requested, the board shall schedule it within two weeks, and it shall be held in a public place. At least seven days prior to the public hearing, the board shall advertise the hearing in a newspaper of local circulation and shall cause identical notices citing the purpose, location, time and date to be posted in the Town Hall and in three other places of public access within the Town.

4-8-4 The Moderator shall preside at any such hearing.

4-8-5 At any such hearing, the reasons for the removal shall first be read aloud. The Town Administrator shall then have the right to respond, either personally or through counsel. The Board of Selectmen and the Town Administrator shall have the right to call witnesses and to subpoena any and all Town records.

4-8-6 Final removal of any Town Administrator shall be effected by the affirmative vote of at least three members of the Board of Selectmen at a public meeting of the board held within seven days of such public hearing, if requested. If no hearing has been requested, final removal may be effected by an affirmative vote of at least three members, at a public meeting of the board held not earlier than fourteen days after the vote initiating the removal. The salary of the Town Administrator shall continue to be paid for a period of sixty days after the vote effecting removal from office.



4-8-7 The Town Administrator shall provide the Board of Selectmen with at least ninety days notice of an intended resignation, provided, however, that the board may, at its discretion, shorten or waive such requirement.

## SECTION 9 Filling Vacancy

4-9-1 When a vacancy arises in the office of the Town Administrator, the Board of Selectmen shall advertise the vacancy as soon as possible. The board shall fill the vacancy as soon as possible but in any case, within six months.

## SECTION 10 Assistant Town Administrator

4-10-1 The Assistant Town Administrator shall perform such duties as may be assigned by the Town Administrator and, from time to time as necessary, shall perform the duties of that officer. The Assistant Town Administrator shall be appointed in accordance with the provisions of clause 4-4-1.

# CHAPTER 5 TOWN ADMINISTRATIVE ORGANIZATION

## SECTION 1 General

5-1-1 The administrative functions of the Town government shall be performed within the organizational framework of two or more divisions and several departments.

5-1-2 The divisions shall include: a Division of Finance; a Division of Highways and Maintenance; and such other divisions as shall be established in accordance with the provisions of 4-5-1.

5-1-3 The departments shall include; a Police Department; a Fire Department; a Planning Department; and such other departments as shall be established in accordance with the provisions of 4-5-1.

5-1-4 Responsibility for the functions administered within the several divisions and departments shall be vested in the Town Administrator unless otherwise provided by the general laws, this charter, or the by-laws.

5-1-5 Except as otherwise provided in this chapter, the Town Administrator, with the approval of the Board of Selectmen, shall designate those divisions to be supervised by a division director and those, if any, to be supervised by the Town Administrator. If the Town Administrator is designat-



ed to act as director of one or more divisions, he shall serve in such additional capacity without additional compensation.

5-1-6 With the approval of the Town Administrator, a division director, other than the Town Administrator, may designate himself as head of one or more departments within his respective division, but if so designated he shall serve in such additional capacity without additional compensation.

5-1-7 Employees or officers of the Town who are or may be designated as directors of divisions shall be appointed subject to the provisions of clause 4-4-1. Such persons shall plan, organize, schedule, coordinate, and budget the activities of the several departments placed by this charter or by administrative reorganization within a particular division.

## SECTION 2      Division of Finance

5-2-1 The administrative functions of assessment, tax and fee collections, receipts and disbursements, purchasing, and others of a fiscal nature shall be carried out within a Division of Finance.

## SECTION 3      Division of Highways and Maintenance

5-3-1 A Division of Highways and Maintenance shall be established under the direction of an appointed officer, to be known as the Director of Highways and Maintenance.

5-3-2 The division shall be responsible for: a) the construction, maintenance, repair, lighting, and cleaning of roads, highways, and streets; b) the collection, if any, and disposal of solid waste and the maintenance and operation of all facilities for the disposal of same; c) the preservation, care, maintenance, and improvement of all Town-owned cemeteries; d) the care and maintenance of public grounds, including parks; e) the planting, care and pruning of all shade trees growing on Town-owned land; f) the servicing, maintenance and repair of all automotive vehicles and vehicular equipment owned by the Town, except as otherwise determined by the Board of Selectmen or in cases of emergency; g) the repair and maintenance of Town-owned buildings; h) the care, maintenance, and cleaning of parking lots, public beaches, and of the land-side and grounds of Town harbors; and, i) such other public works functions as may be assigned by this charter or by-law.

5-3-3 A management advisory team shall be established within the division. The team shall include the Director of the Division, department heads, the Town Engineer, the Superintendent of the Water Department, and such

other persons as may be appointed to the team by the Town Administrator. The team shall provide advice to the director on all matters relating to the functions of the division. Regular meetings of the team shall be held in accordance with the provisions of Section 4-3-2, subsection (l), of this charter.

SECTION 4        Police Department

5-4-1     A Police Department shall be established under a Chief of Police. The Board of Selectmen shall appoint the Chief of Police and such other officers as they deem necessary, as provided by Section 97A of M.G.L. Chap. 41.

SECTION 5        Fire Department

5-5-1     A Fire Department shall be established under a fire chief, who shall be appointed by the Board of Selectmen.

SECTION 6        Planning Department

5-6-1     A Planning Department shall be established under a Town Planner, who shall be appointed in accordance with the provisions of clause 4-4-1.

5-6-2     The Town Planner shall be professionally qualified for the duties of his office by reason of education, training and experience, and shall provide his services under the general policy direction of the Planning Board, subject to the day-to day supervision of the Town Administrator.

CHAPTER 6        ELECTED TOWN OFFICERS AND  
MULTI-MEMBER BODIES

SECTION 1        General Provisions

6-1-1     The officers and multi-member bodies to be elected by vote of the Town shall be: a Moderator, a Town Clerk, a Board of Selectmen as provided in Chapter 3, a School Committee, a Water Commission, a Board of Library Trustees, and a Housing Authority.

6-1-2     Multi-member bodies established or continued under this chapter shall perform their functions and duties in accordance with the constitution, general law, this charter, and by-laws.

6-1-3     No member of any elected Town multi-member body established or continued under this chapter shall be eligible to accept any appointed, paid

position under any such body. This prohibition shall apply to the term for which an office holder has been elected, and for one year following the expiration of said term of office.

## SECTION 2      Vacancies

6-2-1      Except as otherwise provided, vacancies in elected Town multi-member bodies established or continued under this chapter shall be filled by the Board of Selectmen together with the remaining members of the respective board, in accordance with the provisions of the general law.

## SECTION 3      Moderator

6-3-1      A Moderator shall be elected for a three-year term. The Moderator shall: a) preside at all Town Meetings; b) appoint the members of the Finance Committee; c) appoint ad hoc committees of the Town Meeting in accordance with clause 2-7-1; d) preside at any hearing called to discuss the suspension or removal of the Town Administrator; and e) annually attend at least three meetings of the Finance Committee.

## SECTION 4      Town Clerk

6-4-1      A Town Clerk shall be elected for a three-year term.

6-4-2      The Town Clerk shall carry out such duties as are, and may be, provided by general law, this charter, by-law and by vote of the Town Meeting.

## SECTION 5      School Committee

6-5-1      A School Committee of five members shall be elected at large for three-year overlapping terms.

6-5-2      The School Committee shall conduct a public hearing prior to submitting a budget to the Town Administrator. The committee shall have preliminary summaries of its recommendations available at said hearing which shall be distributed to those requesting them.

6-5-3      Except as otherwise voted by the Town, the School Committee shall be responsible for the maintenance and repair of all school buildings.

## SECTION 6      Water Commission

6-6-1      A Water Commission of three members shall be elected for three-year overlapping terms.



6-6-2 The Water Commission shall possess and exercise all powers given to said board under Chapter 165 of the Acts of 1935.

6-6-3 The commission shall appoint a Water Superintendent, and shall request such officers to cooperate with, and be responsive to, requests emanating from the Town Administrator's office.

## SECTION 7 Library Trustees

6-7-1 A board of Library Trustees of seven members shall be elected for three-year overlapping terms.

6-7-2 The board shall be responsible for the administration and operation of the Brooks Free Library, including staffing of professional library staff, acquisitions of books, journals, periodicals, and other materials relating to the library function, and the promulgation of library rules and regulations.

## SECTION 8 Housing Authority

6-8-1 There shall be a Housing Authority of five members, one of whom shall be appointed under authority of the Commonwealth and four of whom shall be elected. The elected members shall serve five-year overlapping terms.

## CHAPTER 7 APPOINTED MULTI-MEMBER BODIES

### SECTION 1 Advertising Vacancies and Appointing Multi-member Bodies

7-1-1 To ensure a diverse representation on all appointed multi-member bodies, the Board of Selectmen shall make a concentrated effort to seek out qualified persons from the entire Town when filling vacancies, and only year-round Harwich residents shall be qualified for appointment to any Town multi-member body.

7-1-2 To further promote a maximum level of qualified, active, and interested citizen participation on appointed multi-member bodies, the Board of Selectmen shall advertise all vacancies and impending appointments. Said advertising shall enumerate the vacancies that are to be filled and include a brief summary of the qualifications and duties and shall solicit the submission of a Citizen Activity Record Form from persons willing and able to serve. The advertisement shall also include a deadline for submitting said activity record forms and the date and time of meetings at which the interview with the applicants shall be held, as well as the date of the meeting at which the appoint-

ments will be made. Such advertisements shall be published in a newspaper of general circulation in the Town and shall be made once a week for a minimum of two (2) weeks after the vacancy arises.

7-1-3 The Board of Selectmen shall give careful consideration to regulatory or by-law requirements for appointments to multi-member bodies and shall consider any specific recommendations from the chairman of such bodies when filling vacancies.

7-1-4 Prior to making appointments to the Finance Committee, the Moderator shall also make an effort to seek out qualified persons to serve and shall cause a notice to be published enumerating the vacancies to be filled and setting forth the location, time and date when the Moderator will be available to interview persons willing and able to serve. The advertising of vacancies on the Finance Committee shall also be published in a newspaper of general circulation in the Town and shall be made once a week for a minimum of two (2) weeks after a vacancy arises.

## SECTION 2      General Provisions

7-2-1 Multi-member bodies established or continued under this chapter shall possess and exercise all powers given to them under the Constitution and Laws of the Commonwealth, and shall have and exercise such additional powers and duties as may be authorized by this charter, by-law, or vote of the Town Meeting.

7-2-2 All multi-member bodies of the Town shall; a) organize annually; b) elect necessary officers; c) adopt rules of procedure and voting; d) maintain minutes and records of attendance, copies of which shall be a public record and regularly filed with the Town Clerk; and e) nominate prospective employee(s) of their choice, who shall then be considered for appointment by the Town Administrator, as provided in clause 4-4-2.

7-2-3 All such multi-member bodies shall meet with the Board of Selectmen at least once in each year.

7-2-4 All such multi-member bodies shall conduct their meetings in accordance with the open meeting provisions of the Open Meeting Law.

7-2-5 Members of multi-member bodies established or continued under this chapter may receive such compensation for their services as may be authorized by the Town Meeting, unless prohibited by the General Laws of the Commonwealth. During the term for which a member is appointed and for



one year following expiration of such term, no member of any appointed multi-member body shall be eligible to accept any paid position under any such body.

7-2-6 Any person duly appointed to any such multi-member body shall take up the duties of his office immediately following qualification for office.

7-2-7 The unexcused absence, without good cause, of a member from four or more consecutive meetings of any such multi-member body shall serve to vacate the office. When such a vacancy has been created, it shall be filled within thirty days, in accordance with general law.

7-2-8 Except as otherwise provided by the Laws of the Commonwealth of Massachusetts or elsewhere in this charter, a quorum of any multi-member body established or continued under this charter shall consist of a majority of the members required to be appointed to that multi-member body.

### SECTION 3      Change in Composition of Appointed Multi-member Bodies

7-3-1 The Town Meeting may, by by-law, enlarge or decrease the number of persons to serve as members of appointed Town multi-member bodies, provided, however, that all such bodies shall always consist of an odd number of members.

### SECTION 4      Board of Health

7-4-1 A Board of Health of five members shall be appointed by the Board of Selectmen for three-year overlapping terms. One member, at least, shall be a doctor of medicine, or a person with significant experience in public health.

7-4-2 A Health Agent shall be appointed by the Town Administrator, as provided in clause 4-4-1. The Health Agent shall be subject to the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the Board of Health.

### SECTION 5      Planning Board

7-5-1 A Planning Board of (9) nine members and (2) two alternate members shall be appointed by the Board of Selectmen for three-year overlapping terms.



7-5-2 The board shall make recommendations to the Town Administrator and to the Town Planner on all matters concerning the physical, economic, and environmental development of the Town.

7-5-3 The board shall be responsible for the development and periodic updating of a master plan or portions thereof. A summary of such plan(s) shall be submitted to the Town Meeting, which shall act thereon, with or without amendments.

7-5-4 After the summary has been acted on by the Town Meeting, the Planning Board shall utilize the plan in making zoning and other recommendations to the Town Meeting. The board shall report annually on the status of the master plan(s).

7-5-5 Whenever the Planning Board recommends proposed amendments to the zoning by-law, it shall provide explanations of its recommendations to the Town Meeting.

7-5-6 The Planning Board shall appoint one (1) member of the Capital Outlay Committee.

## SECTION 6 Board of Assessors

7-6-1 A Board of Assessors of three members shall be appointed by the Board of Selectmen for three-year overlapping terms. One member, at least, shall be professionally qualified for the duties of the office.

7-6-2 The Deputy Assessor shall be subject to the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the Board of Assessors.

## SECTION 7 Conservation Commission

7-7-1 A Conservation Commission of seven members shall be appointed by the Board of Selectmen for three-year overlapping terms.

7-7-2 The Conservation Administrator shall be subject to the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the Conservation Commission.

## SECTION 8      Council on Aging

7-8-1    A Council on Aging of seven members shall be appointed by the Board of Selectmen for three-year overlapping terms.

7-8-2    The Director of the Council on Aging shall be subject to the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the Council on Aging.

## SECTION 9      Historical Commission

7-9-1    An Historical Commission of seven members shall be appointed by the Board of Selectmen for three-year overlapping terms.

## SECTION 10     Recreation and Youth Committee

7-10-1   A Recreation and Youth Committee of seven members shall be appointed by the Board of Selectmen for three-year overlapping terms.

7-10-2   The committee shall develop and carry out programs designed to meet the opportunities, challenges and problems of youth in the Town of Harwich. It shall be responsible for the development of comprehensive, year-round, indoor and outdoor recreation programs and policies including management of beach and pond activities and properties. Such policies and programs shall be designed to meet the recreational needs of children, youth, adults and the elderly.

7-10-3   The policies adopted by the committee shall be administered by the Director of Youth and Recreation who shall be subject to the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the committee.

## SECTION 11     Cultural Council

7-11-1   A Cultural Council of five members shall be appointed by the Board of Selectmen for three-year overlapping terms in accordance with the provisions of Chapter 10, Section 58, of the General Laws of the Commonwealth. Members shall not be eligible to serve more than two consecutive terms.

## SECTION 12     Zoning Board of Appeals

7-12-1   A Zoning Board of Appeals of five members and five associate members shall be appointed by the Board of Selectmen for three-year overlapping terms.

## SECTION 13      Golf Committee

7-13-1 A Golf Committee of seven members shall be appointed by the Board of Selectmen for three-year overlapping terms.

7-13-2 The committee shall have full power and responsibility for the maintenance and operation of the municipal golf course.

7-13-3 The Director of Golf Operations, or employee having the general powers of supervision of the golf course shall be under the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the Golf Committee.

## SECTION 14      Waterways Committee

7-14-1 A Waterways Committee of seven members shall be appointed by the Board of Selectmen for three-year overlapping terms, and shall be advisory to that Board.

7-14-2 The Waterways Committee shall be responsible for the development of regulations for all waterways including marine ramps, docks, piers, moorings, and aquaculture.

7-14-3 The Harbormaster shall administer the policies adopted by the Board of Selectmen and shall be subject to the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the Waterways Committee.

## SECTION 15      Cemetery Commission

7-15-1 A Cemetery Commission of three members shall be appointed by the Board of Selectmen for three-year overlapping terms.

7-15-2 The Commission shall be responsible for the administration of cemetery funds, and shall develop policies for the management of Town-owned cemetery properties.

7-15-3 The policies adopted by the commission shall be administered by the Cemetery Administrator who shall be subject to the day-to-day supervision of the Town Administrator within the scope of the general policy and direction established by the Commission.



## SECTION 16      By-law/Charter Review Committee

7-16-1 A By-law/Charter Review Committee of five members shall be appointed by the Board of Selectmen. The committee shall regularly review the Home Rule Charter and the General By-laws of the Town and submit proposed revisions to the Town Meeting at least once every five years.

7-16-2 The By-law/Charter Review Committee shall also be responsible for reviewing all articles proposing to change the by-laws or charter and all such articles shall be submitted by the Board of Selectmen to the By-law/Charter Review Committee not later than fourteen (14) days after the deadline for submission of articles.

## SECTION 17      Historic District Commission

7-17-1 A Historic District Commission shall be appointed by the Board of Selectmen in accordance with the provisions of the General Laws, Chapter 40C, Section 4, as outlined in ARTICLE V of the by-laws.

## CHAPTER 8      ELECTION AND RECALL

### SECTION 1      Town Elections

8-1-1 The regular election for all Town officers who are chosen by ballot shall be held the third Tuesday in May. The warrant calling said election may include other ballot questions as determined by the Selectmen.

8-1-2 All general law provisions with regard to Town elections shall apply, except as may herein be provided by this charter.

### SECTION 2      Town Elections to be Nonpartisan

8-2-1 All Town elections shall be nonpartisan, and election ballots shall be printed without any party mark or designation whatsoever.

### SECTION 3      Eligibility of Town Voters

8-3-1 Any registered voter of the Town shall be eligible for election to any elective office or board of the Town.

### SECTION 4      Time of Taking Office

8-4-1 Any person duly elected to any office or board shall take up the duties of his office immediately following his certification.

8-5-1 Any elective officer of the Town may be recalled and removed from office by the voters as herein provided. Any voter may file with the Town Clerk an affidavit signed and sworn to under the penalty of perjury containing the name and title of the elective officer whose removal is sought and a statement of grounds for recall. The Town Clerk shall thereupon deliver to the voter a sufficient number of copies of petition blanks demanding such recall. The blanks shall be issued by the Town Clerk, and shall contain the Town Clerk's official seal and signature. The petitions shall be dated and addressed to the Board of Selectmen, and shall contain the name of the person to whom they are issued, the name of the person whose recall is sought, the grounds for recall as stated in the affidavit, and shall demand the election of a successor to such office. For all elective officers, such petition must be signed by the qualified voters of the Town equal in number to at least five percent (5%) of those registered at the last regular Town Election. Such recall petition must be filed within fourteen (14) days following its initial date of issuance.

8-5-2 The Town Clerk and Board of Registrars shall, within seven (7) days following receipt of the petition, certify the names thereon. If the petition shall be found and certified by the Town Clerk to be sufficient, the Town Clerk shall without delay submit the same with a certificate to the Board of Selectmen. The Board of Selectmen shall forthwith schedule a recall election to be held not earlier than the 64<sup>th</sup> day from the date the election is called, and not later than the 90<sup>th</sup> day. Provided, however, that if the regular Town election or another special election shall be held within 100 days after the date of the certificate that a sufficient petition has been filed, and provided further that such election is at least 64 days from the date the election is called, the Board of Selectmen shall postpone the holding of the recall election to the date of such other election, and shall order the recall election to be held in conjunction therewith. All procedures for voting upon the recall question and filling any vacancy caused by the recall of an officer shall be in the same manner as provided by general law for the conduct of elections.

8-5-3 Any officer sought to be removed may be a candidate to succeed to the same office and, unless the officer requests otherwise in writing, the Town Clerk shall place the name of the officer on the ballot without nomination. The nomination of other candidates, the publication of the warrant for the removal election, and the conduct of the same, shall all be in accordance with the provisions of law relating to elections. The form of the question to be voted upon shall be substantially as follows:



“Shall (here insert the name and title of the elective officer whose recall is sought) be recalled? Yes \_\_\_\_\_ No \_\_\_\_\_”

Under the ballot question shall appear the word “Candidates” and the directions for voters as required by law, and below that shall be the names of candidates nominated.

8-5-4 If the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared elected provided that at least twenty-five percent (25%) of all those qualified to vote shall have voted.

## CHAPTER 9 FINANCIAL PROVISIONS AND PROCEDURES

### SECTION 1 Finance Committee

9-1-1 A Finance Committee of nine members shall be appointed by the Moderator for three-year overlapping terms. Three members shall be appointed annually.

9-1-2 Any person duly appointed to the Finance Committee shall take up the duties of the office on July 15 of each year.

9-1-3 Vacancies in the Finance Committee shall be filled by the Moderator within thirty days after he has been notified, in writing, of the vacancy on the committee. Any person appointed to fill out an unexpired term shall take up the duties immediately following such appointment and qualification for office.

9-1-4 No member of the Finance Committee shall hold any other elected or appointed Town office, except the Capital Outlay Committee.

9-1-5 The Finance Committee shall appoint two (2) members of the Capital Outlay Committee.

### SECTION 2 Submission of Budget and Budget Message

9-2-1 On or before the first day of October of each year, the Town Administrator shall present the Board of Selectmen with the current financial assessment of the Town including the latest estimated revenues for the ensuing fiscal year and any specific related fiscal data.

9-2-2 On or before the first Tuesday of October of each year, the Board of Selectmen, after consulting with the Town Administrator, shall issue a gener-



al policy statement to guide the Town Administrator in developing the budget requests for the ensuing year.

9-2-3 All division directors and department heads, and all multi-member bodies shall submit their budget requests to the Town Administrator on or before the first Friday in November of each year.

9-2-4 On or before the second Tuesday in January the Town Administrator shall submit to the Board of Selectmen a comprehensive budget for all Town functions for the ensuing fiscal year and shall submit to the Selectmen a budget message.

9-2-5 The budget message shall explain the budget both in fiscal terms and in terms of what specific projects are contemplated in the year ahead. It shall: a) outline the proposed financial policies of the Town for the ensuing fiscal year; b) describe the important features of the budget; c) indicate any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes; d) summarize the Town's debt position; and e) include such other material as the Town Administrator may deem appropriate.

9-2-6 The budget shall provide a complete financial plan for all Town funds and activities and shall be in such format as the Finance Committee may suggest, provided the format suggested is compatible with commonly accepted standards of municipal budgeting. The budget shall indicate proposed expenditures for both current operations and capital projects during the ensuing fiscal year, detailed by divisions, departments, offices, and multi-member bodies.

### SECTION 3      Action on the Proposed Budget

9-3-1 The Board of Selectmen and the Finance Committee shall meet jointly or severally in such budget hearings as are deemed necessary to adequately review the proposed budget of the Town Administrator.

9-3-2 On or before the first Tuesday in March of each year, the Board of Selectmen shall submit to the Finance Committee a budget which has been approved with or without amendments to the Town Administrator's proposed budget.

9-3-3 The Finance Committee shall conduct one or more public hearings on the proposed budget after it has been submitted to it by the Selectmen and by March 31 of each year shall submit its written recommendations on the budget and on all articles to appear in the Warrant. Said written recommen-

dations shall be made available for distribution to the public at least ten (10) days prior to the scheduled date of Town Meeting. To assist in its preparation of recommendations, the committee may require the Town Administrator, the head of any division or department or any other Town officer or member of a multi-member body to furnish it with appropriate data.

9-3-4 The Board of Selectmen shall present the budget to Town Meeting.

SECTION 4        Budget Adoption

9-4-1 The Town Meeting shall adopt the budget, with or without amendments, prior to the beginning of the fiscal year.

SECTION 5        Capital Outlay Committee

9-5-1 A Capital Outlay Committee of seven (7) members shall be appointed for three-year overlapping terms. Two (2) members shall be appointed by the Finance Committee, two (2) members shall be appointed by the Board of Selectmen, one (1) member shall be appointed by the Planning Board, and two (2) members shall be appointed by the Town Administrator.

9-5-2 The Capital Outlay Committee shall assist the Town Administrator in the development of the Capital Outlay Plan and Budget.

SECTION 6        Capital Outlay Plan

9-6-1 The purpose of the seven (7) year capital outlay plan is to provide the Town with a long-range forecast of the Town's capital improvement needs, and to attempt to keep debt borrowing levels as even as possible from year to year.

9-6-2 A capital outlay shall be defined as the acquisition, construction, or renovation of buildings, equipment or land having a total cost of \$100,000 during any budget year and/or planning funds for any such capital outlays, except that the acquisition of land for conservation, open space, or watershed purposes is excluded from this definition.

9-6-3 The Town Administrator shall submit a seven (7) year Capital Outlay Plan which shall consist of the six (6) remaining years of the previously voted plan plus one (1) additional year as the seventh year of the plan, to a joint meeting of the Board of Selectmen and the Finance Committee, during the month of December of each year.



9-6-4 The Board of Selectmen shall hold a joint public meeting on the submitted capital outlay plan with the Finance Committee and the Capital Outlay Committee on or before the second Friday in January.

9-6-5 The Board of Selectmen shall prepare articles to be included in the May Annual Town Meeting Warrant, seeking adoption of the seven (7) year Capital Outlay Plan, and funding of the current year of that plan.

9-6-6 A simple majority vote of the Town Meeting shall be required to adopt the seven (7) year Capital Outlay Plan as submitted.

9-6-7 Additions, revisions or amendments to the first six (6) years, as outlined in Section 9-6-3 above, of the submitted seven (7) year Capital Outlay Plan shall be done as amendments to the main motion adopting the plan, and shall require a two-thirds majority vote in order to pass.

9-6-8 If any part of the current year of the plan fails to receive funding at the Annual Town Meeting, the unfunded portion shall be dropped from the plan and may only return under the provisions previously set forth in Sections 9-6-3 or 9-6-7 above.

9-6-9 If any part of the current year of the plan receives funding support at the Annual Town Meeting but fails at any necessary Debt Exclusion, Capital Exclusion or Proposition 2 1/2 override ballot votes, the unsupported portion shall be returned to the seven (7) year capital plan in year one (1) of the next seven (7) year plan, and will be subject to the provisions set forth in Section 9-6-7 above.

9-6-10 Any article included in an Annual or Special Town Meeting Warrant, which requests a Capital Outlay as defined in Section 9-6-2 above shall be considered an amendment to the Capital Outlay Plan and shall require a two-thirds majority vote in order to pass.

## SECTION 7      Notice of Public Hearing on Capital Improvement Plan and Budget

9-7-1 The Finance Committee shall publish, in one or more newspapers of general circulation in the Town, the general summary of the capital improvements plan and budget and a notice stating: a) the times and places where copies of the capital improvements plan are available for inspection; and b) the date, time, and place, not less than seven days following such publication, when the committee shall conduct a public hearing on said plan and budget.



## SECTION 8      Annual Audit

9-8-1 Prior to the end of each fiscal year, the Board of Selectmen shall retain a certified public accountant or a certified accounting firm to make an audit of all Town accounts, books, records, and transactions of every division, department, office, and multi-member body.

9-8-2 A copy of every auditor's report shall be filed with the Town Clerk, shall be a public record, and the entire report and a summary thereof shall be available for inspection at the office of the Town Clerk.

## CHAPTER 10      ADDITIONAL PROVISIONS

### SECTION 1      Continuation of Existing Laws

10-1-1 Except as specifically provided in this charter, all special laws, Town by-laws, votes, rules and regulations of or pertaining to the Town which are in force when this charter takes effect and which are not inconsistent with the provisions of this charter shall continue in full force and effect until amended or rescinded by due course of law or expire by their own limitation.

### SECTION 2      Charter Amendment

10-2-1 This charter may be replaced, revised, or amended in accordance with the procedures made available by Articles eighty-nine and one hundred and thirteen of the amendments to the Constitution of the Commonwealth, commonly known as the Home Rule Amendments, and M.G.L. Chap. 43B, commonly known as the Home Rule Procedures Act.

### SECTION 3      Definitions

10-3-1 Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this charter shall have the following meanings:

- (a) Charter. The word "charter" shall mean this charter and any amendments to it made through any of the methods provided under Articles eighty-nine and one hundred and thirteen of the amendments to the Constitution of the Commonwealth.
- (b) Town. The word "Town" shall mean the Town of Harwich.

- (c) Town agency. The words "Town agency" shall mean any board, commission, committee, department or office of the town government.
- (d) Majority Vote. The words "majority vote" shall mean a majority of those present and voting provided that a quorum of the body is present.
- (e) Voters. The word "voters" shall mean the registered voters of the Town of Harwich.
- (f) Multi-member Body. The words "multi-member body" shall mean any board, commission or committee of the Town consisting of two or more persons, whether appointed or elected.
- (g) Certification. The word "certification" shall mean that person has been declared elected.
- (h) He/His. The words "he," or "his" or any other use of a masculine noun or pronoun in this charter shall include the feminine.
- (i) Officer. The word "officer" shall mean any individual elected or appointed to office.

Section 2. Notwithstanding the provisions of Chapter forty-three B of the General Laws or of any other general or special law to the contrary, actions taken by the Town in accordance with the provisions of the Town Charter as it existed prior to this Act are hereby validated, ratified and confirmed.

Section 3. Section one of this Act shall be submitted for acceptance to the voters of the Town of Harwich at an annual or special Town election in the form of the following question which shall be placed on the official ballot:

"Shall an Act passed by the General Court in the year 2003, entitled 'An Act amending the Charter of the Town of Harwich' be accepted?"

If a majority of the votes cast in answer to the question is in the affirmative, section one of this Act shall take effect, but not otherwise.

Section 4. Sections two and three of this Act shall take effect upon passage.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** This article was indefinitely postponed.



**ARTICLE 6.        AMEND BY-LAWS – ANTI-NOISE REGULATIONS**

ARTICLE 6. To see if the Town will vote to amend the Town By-Laws, Sections 4-807 and 4-808, entitled Anti-Noise Regulations – Penalty, by striking these sections in their entirety and inserting the following:

4-807    A. It shall be unlawful for any person or persons to cause or allow any noise which emanates from any building, boat, structure, vehicle or premises, which is plainly audible at a distance of one hundred and fifty (150) feet from any such building, boat, structure, vehicle or premises. The fact that the noise is plainly audible at a distance of one hundred-fifty (150) feet from the building, structure, vehicle, boat or premises in which or from which it originates shall constitute prima facie evidence of a violation of this section. Any person violating this shall be, first, issued a written warning. If such warning is ignored, the violator(s) shall be punished by a fine of one hundred and fifty dollars (\$150.00) for each offense. Each such act which constitutes a violation of this section, which either continues or is reported more than thirty (30) minutes after the issuance of a warning to cease said activities, shall be considered a separate offense and shall be prosecuted as a separate offense in accordance with section 4-808.

B. Any person shall be deemed in violation of this by-law, who shall make or aid in, cause or suffer or countenance or assist in the making of the aforesaid and described improper noises, disturbance, breach of the peace or a diversion tending to a breach of the peace and the presence of any person or persons in or about the building, dwelling, boat or conveyance or any part thereof during a violation of this by-law shall constitute prima facie evidence that they are a countenancer to the violation. Any person violating this by-law shall be punished by a fine of one hundred and fifty dollars (\$150.00) for each offense. Each such act which constitutes a violation of this section, which either continues or is reported more than thirty (30) minutes after the issuance of a warning to cease said activities, shall be considered a separate offense and shall be prosecuted as a separate offense in accordance with section 4-808.

C. For the purposes of this by-law, noises which disturb the reasonable quiet, comfort, repose or health of others include: 1) loading or unloading activities, 2) use of power tools, 3) use of radios, 4) use of televisions, 5) use of amplifiers, 6) use of musical instruments, 7) use of lawn or landscaping equipment, 8) loud outcries, or 9) other loud or boisterous noises which are not specifically exempted by section



4-808 and which are plainly audible at a distance of 150 feet from their source between 10:00 p.m. and 7:00 a.m. as outlined in 4-807, sections A and B.

A. Procedure upon violation. It shall be deemed a breach of the peace and it shall be the duty of any police officer of this town to order any person or persons so acting as to violate the provisions of this by-law to cease any prohibited activities which are specified in 4-807, sections A, B and C, and if the person or persons so ordered does not forthwith obey, the officer may arrest said person(s) or the officer may issue a non-criminal citation for the violation.

B. Exemptions. The following uses and activities shall be exempt from the noise level regulations:

- 1) Noises of safety signals, warning devices and emergency pressure relief valves during public emergencies.
- 2) Noises resulting from any authorized vehicle(s) responding to an emergency call or acting in time of emergency.
- 3) Noises resulting from emergency and maintenance work performed by the town or its agents, by the state or by public utility companies or their agents.
- 4) Noises resulting from activities of a temporary duration permitted by law and for which a license or permit has been granted by the town.
- 5) Parades and public gatherings for which the Selectmen have issued a permit.
- 6) Bells, chimes or carillons.
- 7) Noises for which a special permit has been granted by the Board of Selectmen under 4-808, section C.

C. Application for Special Permit. Application for a permit for relief from the noise level designated in this chapter on the basis of undue hardship may be made to the Board of Selectmen. Any permit granted by the Selectmen shall set forth all conditions pertaining to the specified noise and a reasonable time limit for its abatement.

D. Severability Clause. If any part of this by-law is deemed to be contrary to State or Federal law by the Attorney General, that part can be severed without affecting any other part of this by-law.

and to act fully thereon. By request of the Board of Selectmen.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed.

Duly seconded

**ACTION:** This article was indefinitely postponed.

**ARTICLE 7.           AMEND GENERAL BY-LAWS – BEACH PARKING**

**ARTICLE 7.** To see if the Town will vote to amend the General By-laws, Article IV, Part 7, by adding the following new Section 4-703:

Notwithstanding the above language, the Board of Selectmen shall be authorized to permit residents or property owners of another town to park at designated Town-owned beach(es), provided the other town(s) provides reciprocal beach parking privileges to residents and property owners of the Town of Harwich, and provided further that such beach parking shall be subject to the rules and regulations of the Board of Selectmen including the payment of fees to be determined by the Board of Selectmen; and to act fully thereon. By request of the Board of Selectmen and the Recreation and Youth Commission.

**MOTION:** (Cyd Zeigler, Selectman) I move that this article be accepted and adopted.  
Duly seconded

**ACTION:** The motion carried.

**ARTICLE 8.           RESCIND WAITING LIST POLICY**  
**AT TOWN HARBOR**

**ARTICLE 8.** To see if the Town will vote to instruct the Board of Selectmen to rescind their decision to alter the waiting list policy for slips and moorings at the Town Harbor, and reinstate the policy which allows the person/persons at the top of the list to bypass an available slip and remain in their present position on said list. By Petition.

**MOTION:** (Leo Cakounes) I move that this article be accepted and adopted.  
Duly seconded

**ACTION:** The motion did not carry.

**ARTICLE 9.           IMPROVE WATER QUALITY ON LONG POND**

**ARTICLE 9.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to provide for the Town's share of costs associated with a project to take corrective action to improve water quality on Long Pond, in cooperation with the Commonwealth Department of Environmental Management, the Cape Cod Commission and the Town of Brewster, and to act fully thereon. The project is recommended by an independent Management Study and the Town appointed Long Pond Advisory Committee. By Petition. Estimated cost: \$30,000.00.



**MOTION:** (Robert Bourgoïn) I move that the article be accepted and adopted and that the sum of \$30,000.00 be transferred from available funds for this purpose. Duly seconded

**AMEND THE MAIN MOTION:** (Brian Widegren, Chairman-Finance Committee) I move to amend the main motion by transferring \$30,000.00 from the Stabilization Fund. Duly seconded

**ACTION ON AMENDMENT:** The motion carried unanimously.

**ACTION ON MAIN MOTION AS AMENDED:** This was a unanimous vote, so declared.

**ARTICLE 10.      AMEND ZONING BY-LAW – SPECIAL PERMIT**

**ARTICLE 10.** To see if the Town will vote to amend the Harwich Zoning By-Law by adding to SECTION X.G. Special Permit as follows:

14.       Harwich Center Commercial Overlay District

**14.1      Purpose**

The Harwich Center Commercial Overlay District enables the development and redevelopment of the Parallel Street portion of Harwich Center to be in keeping with its historic development patterns, while allowing for the housing of visitors to the Harwich Center area. The Harwich Center Commercial Overlay District permits the development of inns and expansion of guest houses into inns, as herein defined.

**14.2      Scope**

Within the Harwich Center Commercial Overlay District only property that has frontage on the north side of Parallel Street in Harwich Center, is permitted to utilize this section. All single uses remain under the present Town of Harwich Zoning By-laws. Additionally, use of properties in the Harwich Center Commercial Overlay District for transient lodging will be encouraged. All other property that does not have frontage on the north side of Parallel Street in this overlay district is not affected by this section.

The dimensional requirements, including building set backs, maximum site coverage and heights of these structures are outlined in Section 14.5 of this document.

This By-Law is intended to be used in conjunction with other by-laws and regulations of the town, including site plan review designed to



encourage appropriate patterns of village development. Wherever the provisions of this Harwich Center Commercial Overlay District are inconsistent with other provisions of the Zoning By-law, the provisions of the Harwich Center Commercial Overlay District shall govern.

#### 14.3 Location

The Harwich Center Commercial Overlay District includes only property with frontage on the north side of Parallel Street in Harwich Center that is located between Bank Street on the east and Sisson Road on the west.

#### 14.4 Procedure

- a. The Planning Board shall serve as the Special Permit Granting Authority for developments within the Harwich Center Commercial Overlay District.
- b. Prior to the submission of an application for Special Permit under this by-law, the applicant may meet with the Planning Board at a public meeting for a pre-application conference to discuss the proposed development in general terms and establish the plan filing requirements. The Planning Board shall schedule a meeting for a pre-application conference following a written request from the applicant, inviting preliminary comments from the Board of Health, Conservation Commission, and any other interested officials or agencies. The purpose of this pre-application conference is to inform the Planning Board as to the nature of the proposed project. As such, no formal filings are required for the pre-application conference. However, the applicant is encouraged to prepare sufficient preliminary architectural and/or engineering drawings to inform the Planning Board of the scale and overall concept of the proposed project and its relationship to abutting properties.
- c. Special Permit applications shall comply with and be subject to the requirements of Section X.L. – Major Site Plan Approval.

#### 14.5 Dimensional and Parking Requirements

- a. Lots shall have frontage along the north side of Parallel Street to utilize the dimensional requirements of paragraph 14.5. Adjacent parcels may be included provided they are under the same ownership and are also located within the overlay district. Where possible lots should be combined by plan or deed prior to the issuance of the Special Permit. Minimum required

lot area for inns in the Harwich Center Commercial Overlay District shall be 12,500 square feet and shall have continuous frontage of at least 100 feet.

- b. Setback requirements:
  - 1. Front setback requirements shall be determined at the time of site plan review based on existing development patterns and the elements of the proposed project.
  - 2. Side lot line setback shall be 10 feet.
  - 3. Rear lot line setback shall be 20 feet.
- c. Parking shall be permitted at the front, side or rear of the property.
- d. Maximum site coverage shall not exceed 80%.
- e. Maximum building coverage of lot shall not exceed 50%.
- f. The maximum permitted height for new construction shall not exceed 30 feet or 2 1/2 stories.
- g. The minimum number of parking spaces shall be one half space for each guest room plus one space for each four sets in a restaurant within an inn.
- h. The Board may waive or modify these dimensional requirements if it is found that such waiver or modification will not substantially derogate from the purpose and intent of this By-Law and that such waiver or modification may be granted without substantial detriment to the neighborhood or overall public good.

And further to amend Section II (Definitions) by adding the following:

Inn: A building or complex of buildings providing transient lodging and other related services, including, without limitation, food service or a restaurant within which access to individual guest rooms is provided by common interior corridors. The guest rooms may have cooking facilities.

And further by adding Under Section V.E. Table 1, Use Regulations, Paragraph I. Residential Uses the following:

Inn:

R-R R-L R-M RH-1 RH-2 C-V CH-1 CH-2 I-L RH-3 MR-L MRL-1 WR PWS  
-----S<sup>1</sup>-----

<sup>1</sup> In the Harwich Center Commercial Overlay District only.  
and to act fully thereon. By request of Gregory Winston, owner of property at  
114-118 Parallel Street.

**MOTION:** (Gregory Winston) I move that this article be referred back to the  
Planning Board for further study. Duly seconded

**PLANNING BOARD REPORT**

May 2, 2003

To: Board of Selectmen  
From: Planning Board  
Re: Planning Board Report to Special Town Meeting  
Amendment to Include Harwich Center Commercial Overlay District

On April 22, 2003, the Planning Board held a public hearing on the proposed zoning amendment for the creation of a Harwich Center Commercial Overlay District. The proponent of the amendment made a presentation and spoke in favor of the amendment. There were two individuals present speaking in opposition to the proposed amendment. The Planning Board voted not to endorse this amendment as written. It is not complete at this time and has not had the proper discussions with other Boards and Committees. The Board voted five in favor and one opposed.

**ACTION:** Motion carried.

At 10:15 a motion made and seconded to adjourn the May 6, 2003 Special Town Meeting. The Annual Town Meeting resumed with:

**ARTICLE 35. TRANSFER LAND FOR AFFORDABLE HOUSING**

ARTICLE 35. To see if the Town will vote to transfer and dedicate Parcel A1-3 as shown on Assessor's Map 71, containing approximately 6.5 acres of land, and Parcel A1-4 as shown on Assessor's Map 71, containing approximately 1.04 acres of land for the construction of affordable housing and to further authorize the Board of Selectmen to negotiate other provisions as the board deems necessary and appropriate to carry out the purposes of this arti-



cle including, but not limited to, design, construction, management, and deed restrictions mandating that the parcels and eventual improvements be held affordable in perpetuity, and to act fully thereon. By request of the Harwich Housing Committee.

**MOTION:** (Brian Widegren Chairman-Finance Committee)I move that this article be indefinitely postponed. Duly seconded

**ACTION:** This article was indefinitely postponed.

**ARTICLE 36.      TRANSFER LAND FOR AFFORDABLE HOUSING**

**ARTICLE 36.** To see if the Town will vote to transfer and dedicate Parcel E4-2 as shown on Assessor's Map 21, containing approximately .54 acres of land for the construction of affordable housing and to further authorize the Board of Selectmen to negotiate other provisions as the board deems necessary and appropriate to carry out the purposes of this article including, but not limited to, design, construction, management, and deed restrictions mandating that the parcels and eventual improvements be held affordable in perpetuity, and to act fully thereon. By request of the Harwich Housing Committee.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that this parcel be developed for affordable housing under the direction of the Board of Selectmen and in accordance with such terms and conditions to be determined by the Board.

Duly seconded

**ACTION:** It was a unanimous vote, so declared.

A motion was made and seconded to reconsider Article 34, a 4/5 majority vote was needed to pass, the motion did not carry.

**ARTICLE 37.      TRANSFER LAND FOR AFFORDABLE HOUSING**

**ARTICLE 37.** To see if the Town will vote to transfer and dedicate Parcel S6-15 on Assessor's Map 74, containing approximately .17 acres of land for the construction of affordable housing and to further authorize the Board of Selectmen to negotiate other provisions as the board deems necessary and appropriate to carry out the purposes of this article including, but not limited to, design, construction, management, and deed restrictions mandating that the parcels and eventual improvements be held affordable in perpetuity, and to act fully thereon. By request of the Harwich Housing Committee.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** This article was indefinitely postponed.

**ARTICLE 38.      PETITION FOR LEGISLATION FOR EXEMPTION  
FROM PARKING FINE LIMITATION**

**ARTICLE 38.** To see if the Town will vote to authorize the Selectmen to petition the General Court to enact special legislation to exempt the Town of Harwich from the provisions of Massachusetts General Law, Chapter 90, Section 20A 1/2 regarding limitations on parking fines and permit the Town to establish, through its by-laws, fines for general parking violations not exceeding \$50, if paid within 21 days, not exceeding \$55, if paid after 21 days but before the parking clerk reports to the Registrar of Motor Vehicles, and not exceeding \$70 after violation has been reported to the Registrar of Motor Vehicles, and fines for beach and harbor parking violations not to exceed \$125, \$130, and \$145 respectively and to act fully thereon. By request of the Chief of Police.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote

**ARTICLE 39.      ACCEPT ROAD LAYOUTS**

**ARTICLE 39.** To see if the Town will vote to accept the layout of the following roads as laid out by the Board of Selectmen:

Bassett Woods Road  
Somerset Road

and to authorize the Selectmen to purchase or take by eminent domain the land or interest in the land within said layout for use as a public way and to raise and appropriate or transfer from available funds a sufficient sum of money for this purpose, and to act fully thereon. By request of the Board of Selectmen.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 40.      LEASE OF TOWN-OWNED PROPERTIES**

**ARTICLE 40.** To see if the Town will vote to authorize the long-term lease of one or more Town-owned properties for a period of time sufficient to allow the restoration of these historic properties and the return on investment to the lessee; the properties to be considered for lease by the Town are identified as follows:



- 1) South Harwich Methodist Church, 270 Chatham Road, South Harwich as shown on Assessor's Map 34 as Parcel N-3.
- 2) West Harwich School House, 5 Bell's Neck Road, West Harwich as shown on Assessor's Map 10 as Parcel 61.
- 3) former Recreation Building, 265 Sisson Road, Harwich as shown on Assessor's Map 40 as Parcel Z-5.

Said leases to be in accordance with such terms and conditions as the Board of Selectmen shall determine, and to act fully thereon. By request of the Board of Selectmen.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted provided that prior to the execution of any lease that the ultimate use of each property described here in shall be approved at a subsequent town meeting Duly seconded

**AMEND THE MAIN MOTION:** (Allin Thompson) I move that this article be amended by deleting item No. (1) South Harwich Methodist Church, 270 Chatham Road, South Harwich. Duly seconded

A motion was made and seconded to terminate debate; this needed a 3/4 majority vote to pass. It was a unanimous vote, so declared.

**ACTION ON THE AMENDMENT:** A standing count was taken, YES 55 NO 72, the motion failed.

**AMEND THE MAIN MOTION:** (Geoffrey Wiegman) That the Board of Selectmen be required to issue an RFP (Request for Proposal) for all of the properties in a 90 calendar day. Duly seconded

**ACTION ON THE AMENDMENT:** The motions did not carry.

**AMEND THE MAIN MOTION:** (James Noonan) Human habitation, toilets, water and handicapped accessible. This motion was not seconded.

**ACTION ON MAIN MOTION:** A standing count was taken, YES 68 NO 44, this motion did carry.

At 11:45 PM, a motion was made and seconded to adjourn the Annual Town Meeting until, 7:00 PM on Wednesday, May 7, 2003.



On Wednesday, May 7, 2003, the Moderator, Michael D. Ford, called the Annual Town Meeting to order at 7:00 adjourned until a quorum had met. At 7:20 a quorum had been reached with 183 registered voters in attendance. The Annual Town meeting began with:

**ARTICLE 41.**        **ACCEPT PROVISIONS OF MASSACHUSETTS  
GENERAL LAW RELATIVE TO ESTABLISHING  
AN ENTERPRISE FUND**

ARTICLE 41. To see whether or not the Town of Harwich will accept the provisions of Chapter 44, Section 53F-1/2, Massachusetts General Laws, an act authorizing cities and Towns to establish an Enterprise Fund, and to act fully thereon. By request of the Board of Water Commissioners.

**MOTION:** (Geoffrey Wiegman) I move that this article be accepted and adopted as printed in the warrant. Duly seconded  
A motion was made and seconded to terminate debate; this needed a 3/4 majority vote to pass. It was a unanimous vote, so declared.

**ACTION:** The motion did not carry.

**ARTICLE 42.**        **ESTABLISH ENTERPRISE FUND**

ARTICLE 42. To see whether or not the Town of Harwich will establish the Harwich Water Department as an Enterprise Fund in accordance with the provisions of Chapter 44, Section 53F-1/2, Massachusetts General Laws, and to act fully thereon. By request of the Board of Water Commissioners.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** This was indefinitely postponed.

**ARTICLE 43.**        **AMEND ZONING BY-LAW – SIGN REGULATIONS**

ARTICLE 43. To see if the Town will vote to amend the Town of Harwich Zoning By-law, Section VII (Sign Regulations) by deleting it in its entirety and replacing it with the following, and to act fully thereon. By request of the Planning Board.

**SECTION VII**  
**SIGN REGULATIONS**

**1.00 PURPOSE AND SCOPE:**

- A. The purpose of this regulation is to permit signs which facilitate communication, promote the safety of motorists and pedestrians, and encourage economic development by identifying businesses and other land uses in ways that complement and enhance the environment.

- B. This sign regulation provides a permitting system to govern the placement of advertising and other informational signs both outdoors and within two (2) feet of any window within the Town of Harwich.

### **1.01 RELATIONSHIP TO OTHER BYLAWS:**

- A. Nothing in this bylaw shall be construed as exempting an applicant from any other applicable town, county, state, or federal bylaws.
- B. To the extent that the requirements of this bylaw differ from, or are not in accordance with any other applicable requirements, the more restrictive requirements shall apply.

### **1.02 DEFINITIONS:**

**BOARD:** The Harwich Zoning Board of Appeals.

**BUILDING OFFICIAL:** The Harwich Building Commissioner or Building Inspector.

**CLUSTER SIGN:** Any sign identifying a business, commercial or industrial development which provides one space per business entity within the development.

**GROUND SIGN:** A sign supported by poles, uprights or braces extending from the ground but not attached to any part of a building.

**SIGN:** Sign shall mean and include every advertising message, announcement, declaration, demonstration, illustration, insignia, surface or space erected or maintained in view of the observer thereof primarily for identification, advertisement, or promotion of the interest of any person, entity, product, or service. The definition of a sign shall also include the sign structure, supports, lighting system, and any attachments, flags, ornaments or other features used to draw the attention of observers. Indoor or outdoor displays of merchandise for sale at retail on the premises shall not be considered a sign for the purposes of this by-law. The following are examples of signs:

**A-Frame/Easel/Sandwich Signs:** Usually a double-faced, free-standing, portable sign

**Awning/Canopy Signs:** Signage affixed to awnings/canopies associated with a business entity.

**Display Box/Menu Board Sign:** Usually a free-standing or wall sign, or an erasable chalk board, sometimes enclosed in glass, for the purpose of displaying menus, entertainment announcements or similar items or events.

**Window Signs:** Signage displayed within two (2) feet of windows primarily for view from outside the business entity.

**SIGN PERMIT:** A permit issued by the Building Department for the erection, construction, enlargement, alteration, repair, or improvement of any sign.

**WALL SIGN:** A sign attached to, painted on, or erected against a wall or roof of a building or structure which extends no more than thirty-six (36) inches



from the surface upon which it is attached and whose display surface is either parallel or perpendicular to the face of the building and does not exceed the height of the building on which it is mounted. Projecting wall signs must have at least eight (8) feet of ground clearance.

### **1.03 PERMIT REQUIREMENTS:**

- A. Before any sign is erected, constructed, structurally altered or moved, it shall conform to the requirements contained in this bylaw and shall be approved and shall have received a permit from a Building Official unless the sign is expressly exempted herein from the provisions of this bylaw.
- B. Before any commercial sign receives a permit from a Building Official it shall be reviewed by the Architectural Advisory Committee.
- C. A pre-application conference with the Building Department is encouraged in order for the applicant to become acquainted with application procedures, design standards, and related Town ordinances.

### **1.04 SIGNS ALLOWED WITHOUT PERMITS:**

The following signs do not count towards the total permitted signage unless otherwise indicated, do not require a permit and shall comply as follows:

**BUSINESS HOUR SIGNS:** “Open/closed” and related hours-of-operation signs which do not exceed one (1) square foot.

**CAUTIONARY SIGNS:** Signs warning of prohibited activities such as trespassing, hunting, fishing, or swimming may be posted on each lot line, however, no signs may be within one hundred feet (100') of each other. Cautionary signs are limited to one (1) square foot or less per sign.

**CONSTRUCTION SIGNS:** A temporary wall or ground sign not more than eight (8) square feet advertising the construction, remodeling or rebuilding of a certain structure for a permitted use on which the signs are located. One sign shall be allowed per lot, shall not be illuminated and shall be removed immediately upon final inspection.

**DIRECTIONAL SIGN:** Any on-premise sign that directs the movement or placement of pedestrian or vehicular traffic without reference to or inclusion of, the name of a product sold or services performed.

**ELECTION/TOWN MEETING SIGN:** Any sign erected by the Town of Harwich to alert the public to an election or a Town Meeting. The location and size of these signs are to be determined by the Town Clerk with the input of a Building Official.

**HOME OCCUPATION SIGNS:** Signs identifying any home occupation as defined by the Harwich Zoning Bylaw shall be limited to a wall or a ground sign. The total square footage of any home occupation sign shall not exceed four (4) square feet in area and may be illuminated in commercial zones per section 1.07 of this bylaw. Wall signs may be attached to any structure and/or fence.



**“OPEN” FLAG:** One “open” flag per business establishment shall be allowed and shall not exceed twenty-four (24) square feet in size.

**POLITICAL CAMPAIGN SIGNS:** Political signs which do not exceed eight (8) square feet per sign face are permitted. Campaign signs are allowed in all zoning districts with the authorization of the owner of the property on which the sign is displayed. Campaign signs are prohibited on Town-owned property, including road rights-of-way. The signs must be removed within one week following the date of the election.

**PUBLIC SIGNS:** Signs required or authorized for a public purpose by law or statute.

**REAL ESTATE SIGNS:** A temporary wall or ground sign not more than eight (8) square feet advertising the sale, rental, or lease of a designated structure or land area for a permitted use on which the signs are located. One sign shall be allowed per street frontage, shall not be illuminated, and shall be removed immediately once the property is rented, leased or sale is completed.

**RESIDENTIAL QUARTERBOARD:** A traditional quarterboard, not to exceed eighteen (18) inches in height or ten (10) feet in length. A residential quarterboard shall not advertise a business or profession.

**SPECIAL EVENT FLYERS:** Flyers for special events measuring not more than two (2) square feet in total area shall be permitted for display in the windows of non-residential uses. For those flyers not displayed in windows, they may not be attached to trees, utility poles or be located within a public right-of-way. Such flyers may be erected no sooner than two weeks before the event, and shall be removed within 72 hours after the event; but in no event shall a flyer be erected more than 30 days.

**SUBDIVISION SIGNS:** Subdivision signs are limited to a maximum of twenty (20) square feet per sign and may not exceed six (6) feet in height. One sign may appear at each entrance. Illumination of subdivision signs is prohibited.

**TEMPORARY SIGNS:** Signs of more than two (2) square feet in area advertising a special event. Notice of such signs shall be required to be filed by the sponsoring organization with a Building Official prior to display. Such signs may be erected no sooner than two weeks before the event, and shall be removed within 72 hours after the event; but in no event shall a sign be erected more than 30 days.

**UMBRELLA SIGNS:** Signage as part of an umbrella that advertises a product for sale on the premises. Umbrellas containing the name of a particular establishment shall count against the establishment’s total signage.

**VENDING MACHINES:** The portion of any internally illuminated vending machine which advertises a product shall be counted against the total allowable signage unless it is completely shielded from public view by a fence or other barrier.

**WATER DEPARTMENT SIGN:** Any sign erected by the Town of Harwich Water Department to alert the public to any drinking water related event,

including but not limited to flushing of pipes and water use restrictions. The location and size of these signs are to be determined by the Water Superintendent with the input of a Building Official.

### **1.05 COMMERCIAL, INDUSTRIAL AND BUSINESS CLUSTER SIGNS:**

Business, commercial, or industrial developments may construct one cluster sign containing the name of the development and/or listings of individual businesses, products or services within the development. Signage at the location of each establishment within the development is also allowed per Sections 1.07 through 1.09 of this bylaw.

### **1.06 NON-CONFORMING SIGNS:**

Lawfully pre-existing signs that do not comply with the provisions of this bylaw at the time of its adoption may be maintained so long as they are kept in a state of good repair as specified in Section 1.08 of this bylaw, and so long as they are not relocated, replaced or structurally altered. Pre-existing signs that are relocated, replaced, structurally altered or not kept in a state of good repair as specified in Section 1.08 of this by-law, shall not be allowed to continue as non-conforming signs and shall require new permits and compliance with this by-law. A lawfully pre-existing non-conforming sign destroyed by natural disaster or accident can be replaced by a sign of the same dimensions in the same location as the original sign.

### **1.07 GENERAL REQUIREMENTS:**

- A. Sign placement shall not interfere with snow removal, or vision or movement of motorists, pedestrians and bicyclists.
- B. Signs shall be externally lit or backlit only and shall be designed, installed and maintained so as to eliminate or minimize upward directed light and glare and so that lights illuminate only the sign, and not property which adjoins or is nearby. Luminous tube/neon/internally illuminated signs are permitted to be displayed in windows only. The total area of all luminous tube/neon/internally illuminated signs shall not exceed six (6) square feet. No animated signs are permitted.
- C. No ground sign may exceed twelve (12) feet in height.

### **1.08 CONSTRUCTION AND MAINTENANCE:**

- A. All signs and sign structures shall be constructed of materials of sufficient strength and quality to withstand weathering or deterioration by wind, moisture and other natural elements, and shall be maintained in a state of good repair with all braces, bolts, supporting framework, fastenings, lettering and design work free from deterioration.



- B. A Building Official shall have the authority to order the repair, alteration or removal of any sign or structure which constitutes a hazard to public health and safety, or which is otherwise not in compliance with this bylaw.

### **1.09 SIGN AREA MEASUREMENT:**

- A. For single tenant businesses accessed directly from a street, right-of-way or parking area, the maximum permitted sign per public entrance façade shall be forty-eight (48) square feet.
- B. Buildings within a project or premise, having more than one (1) tenant or use, shall provide a Master Sign Plan for the entire structure or project for review and approval by the Planning Board prior to any sign permit approval by a Building Official. Once the Planning Board has approved a Master Sign Plan, further approval by the Planning Board will only be required if there are changes to the structure in question that would require Site Plan Review pursuant to Section X.K of the Harwich Zoning By-law. For office buildings, shopping plazas and shopping centers, a cluster sign of up to sixty square feet (60 sq. ft.) is permitted as part of the Master Sign Plan to identify the name of the complex and each individual tenant, plus each tenant may have signage at the location of their business of up to forty-eight square feet (48 sq. ft.) per entrance façade.

Total sign area within the Master Sign Plan is subject to the size limitations of this Section. Sign area cannot be transferred to a single building or facade from other buildings in the project. In addition, the amount of signage assigned to a specific space in a building shall be tied to that space through the lease or purchase agreement. Under no circumstances may the sign area designated for an individual space be transferred to another space in the same building or complex. In the case where a single tenant occupies more than one space, the sign area may be combined for as long as a single tenant occupies both spaces. If the spaces are separated, the original sign area will be returned to each individual space.

- C. The area of a sign face shall be computed by measurement of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display. This shall include any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. The area calculation shall not include structural supporting framework, bracing or wall. If any advertising is present on the supports of a sign, the area of the supports will count towards the total allowable signage. Where there



are two faces back to back, the total area of the largest face shall determine the area of the sign.

- D. Where two faces are placed at greater than thirty degree (30°) angles to one another, the sign area shall mean the total area of both faces.

### **1.10 APPEALS:**

Any applicant, who believes a denial is not justified, has the right to appeal to the Board, and to appear at a meeting for which proper notice can be given and agenda time is available. Intention to take an appeal to the Board shall be filed with the Town Clerk in writing within thirty (30) business days following the denial of the permit by a Building Official, pursuant to Chapter 40A. Applicants appealing to the Board may request review of the decision of the Building Official or a variance to the Sign Regulation pursuant to MGL Chapter 40A Section 10.

### **1.11 VIOLATIONS OF THIS BY-LAW:**

Violation of this By-law is subject to enforcement action through the Building Department pursuant to Section X D of the Town of Harwich Zoning By-laws.

### **1.12 SEVERABILITY:**

If any provision of this By-law is held invalid by a court of competent jurisdiction, the remainder of the By-law shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of this By-law shall not affect the validity of the remainder of the Harwich Zoning By-law.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

### **Planning Board Report:**

January 9, 2003

To: Board of Selectmen

From: Planning Board

Re: Planning Board Report to Town Meeting  
Sign Regulations Article

On December 17, 2002 the Planning Board held a public hearing on the proposed sign regulations amendment. There was no one to speak in opposition of the proposed amendment. The Board voted unanimously to recommend this article to the Town Meeting.

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 44.      AMEND ZONING BY-LAW – HOME OCCUPATION**

ARTICLE 44. To see if the Town will vote to amend the Town of Harwich Zoning By-law Section VIII (Home Occupation), A, by deleting number 5 and replacing it with the following, and to act fully thereon. By request of the Planning Board.

5. Any sign erected to advertise a home occupation as defined in this by-law shall conform to the requirements set forth in Section VII (Sign Regulations) of this by-law.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**Planning Board Report:**

January 9, 2003

To: Board of Selectmen

From: Planning Board

Re: Planning Board Report to Town Meeting

Amendment to the Home Occupation By-Law

On December 17, 2002 the Planning Board held a public hearing on the proposed home occupation amendment. There was no one to speak in opposition of the proposed amendment. The Board voted unanimously to recommend this article to the Town Meeting.

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 45.      AMEND ZONING BY-LAW – SIX PONDS SPECIAL DISTRICT**

ARTICLE 45. To see if the Town will vote to amend the Town of Harwich Zoning By-law, Section XVII (Six Ponds Special District) As approved by Special Town Meeting August 6, 2001 by making the following changes, and to act fully thereon. By request of the Planning Board.

Under 1.0 (Purposes), delete all bullets, and replace with consecutive numbers 1 through 10 for each of the 10 purposes listed.

Under 2.1 (Zoning Districts), delete the bullets adjacent to the bolded words “Zone A” in the second paragraph and “Zone B” in the fourth paragraph.

Under 3.0 (Definitions), delete “Section 81” and replace with “Sections 81K-81GG” so that it reads: **Grid Subdivision (GS).** A subdivision consistent with MGL Chapter 41, Sections 81K-81GG and the Town of Harwich Rules and Regulations.

Under 4.1 (Conditional Uses), third paragraph (Within the underlying residential district), delete bullets and number the paragraphs consecutively from 1 to 6.

Under 4.1 (Conditional Uses), third paragraph (Within the underlying residential district), fifth bullet, delete "Section 81" and replace with "Sections 81K-81GG" to the end of the sentence so that it reads: "Grid Subdivision consistent with MGL Chapter 41, Sections 81K-81GG and the Town of Harwich Rules and Regulations."

Under 6.2.3, third sentence, delete the word "utilities" and replace with the word "utility" so that it reads: "Tunneling for utility installation..."

Under 7.2, delete letters (a), b), c), etc...) and number the paragraphs consecutively from 1 to 5.

Under 8.2 (Design Guidelines), delete bullets and number the paragraphs consecutively from 1 to 5.

Under 9.1 (Application), delete "Section 81" and replace with "Sections 81K-81GG" so that it reads: "A Flexible Cluster Development or Grid subdivision as defined in MGL Chapter 41, Sections 81K-81GG ..."

Under 9.7 (Common Open Space), delete letters (a), b), c), etc...) and number the paragraphs consecutively from 1 to 4.

Under 9.8 (Common Open Space Ownership and Management), delete letters (a), b), c), etc...) and number the paragraphs consecutively from 1 to 3.

Under 9.91 (Submission Requirements), second number 4, delete paragraph number and replace with the number 5, so the numbers are consecutive.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

### **Planning Board Report**

January 9, 2003

To: Board of Selectmen  
From: Planning Board  
Re: Planning Board Report to Town Meeting  
Amendments to Six Ponds Special District Article



On December 17, 2002 the Planning Board held a public hearing on the proposed Six Ponds Special District amendment. There was no one to speak in opposition of the proposed amendment. The Board voted unanimously to recommend this article to the Town Meeting.

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 46.      APPROVE REVISED CEMETERY RULES  
AND REGULATIONS**

**ARTICLE 46.** To see if the Town will vote to approve the revised Harwich Cemetery Department Rules and Regulations as submitted by the Harwich Cemetery Commission, and to act fully thereon. By request of the Harwich Cemetery Commission.

**Harwich, Massachusetts**

**Rules and Regulations of Harwich Cemeteries**

**I. Rules**

1. Town Cemeteries are open daily from dawn to dusk.
2. No vehicle shall be operated in any part of the cemeteries, except upon the paved avenues, and at speeds no faster than 10 MPH. Violators will be subject to a speeding fine.
3. Horseback riding, recreational motorcycling, roller skating, skateboarding, running/jogging or any other type of recreational sport are prohibited, and the Town is not liable for any injuries sustained by any person participating in a recreational activity within Cemetery property.  
Any activity that encroaches on individual lots or graves is prohibited.
4. Pursuant to the Town of Harwich Animal Control By-Law, Article X, *"No horse or dog shall be allowed in any cemetery within the Town of Harwich, whether it is accompanied by the owner... [and violation's] shall be subject to a fine of (fifty) 50 dollars."*
5. Any person disturbing the quiet and/or order of the grounds by loud noise, speeding, or other improper or disorderly conduct, or who shall violate any of these rules, will be removed from the grounds, and such person will be dealt with as provided by law. The entrance of any intoxicated person is prohibited.
6. No person shall remove, cut, break or mark any tree or shrub; or mark upon, deface, or injure any monument or structure on the grounds.

7. Gravestone repairs or rubbings require PRIOR authorization of the Cemetery Commission, or a designated agent – a copy of the Association for Gravestones Studies *Gravestone Rubbings Do's and Don'ts* will be provided.
8. Firearms shall not be discharged in the cemeteries, except for salutes at military funerals, Memorial Day, or Veterans Day.

## **II. Interments**

1. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of the human dead, or marker monuments. Any other memorial structures must be approved by a majority of the Cemetery Commissioners.
2. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner, or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal, unless the opener has been authorized by the Cemetery Commission, and the area has been flagged by Cemetery personnel.
3. All interments shall be enclosed in a cement vault except: infants shall require a fiberglass container thirty (30) inches or less in length; cremations shall require an urn or other permanent container.

## **III. Cemetery Lots**

1. Cemetery personnel shall, upon request furnish to residents/town employees who desire to purchase rights of burial in lots or graves, information relative to the cost of the same and the conditions upon which interments may be made.
2. The owners of rights of burial, or their heirs, shall not sell the said exclusive right of burial other than to the Town of Harwich, as provided for under MGL Ch.114. Compensation will be no greater than the original purchase price.
3. Assignment of right of burial shall be arranged by first contacting the Cemetery Administrator. An assignment form needs to be filled in, notarized and submitted to the Cemetery Administrator in order to ensure accurate recording of all assignments.
4. Upon the decease of a proprietor, a lot passes to his heirs-at-law (MGL.Ch.114, s.29), unless specifically devised by will or trust (subject to Ch. 190, sec.3).
5. Burial lot(s) for the interment of any indigent resident Veteran are available, and is set aside for the burials of Veterans residing in the



Town at the time of their enlistment and/or at the time of their death, verified by the Veterans Agent, and subject to the approval of the Cemetery Commission.

6. Single grave space may be made available for the indigent, residing within the Town at the time of death. Unmarked grave may be made available, without charge, for the burial of the stillborn or very young infants.
7. All work performed on graves or lots by the owners, or by their order, shall be performed only with prior authorization of Cemetery personnel, in order to preserve as much as possible the natural appearance of cemeteries.
8. Maintenance of all plantings placed by a lot owner, or designee, is the responsibility of the lot owner, and the Cemetery Department reserves the right to remove any planting that becomes unsightly. The Town of Harwich is not liable for items left at a grave, or damage to flowers, flags, containers, or monuments due to weather, vandalism, theft, or maintenance procedures.
9. Annual/perennial flowers must be planted at the base of a monument/marker, so as to not interfere with maintenance department procedures
10. Fences, borders, curbing, hedges, trees, rampant-growing plantings, and crushed stone, are prohibited. No signs or lettered wooden boards of any kind are permitted on a gravesite.
11. Masons, stonecutters, and all workmen, shall at all times be under the control of Cemetery Department personnel, and must carry off all rubbish and restore roads, avenues, and paths, injured by their operations. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.
12. The Town reserves the right to correct any errors made in the description, transfer or conveyance of any interment rights or property, either by canceling such conveyance and substituting and conveying in lieu thereof interment property or burial rights of equal value and similar location as far as possible, or as may be selected by Cemetery Management.

#### **IV. Markers, Headstones, Monuments**

1. The following size, length, width, and lot restrictions apply:
  - A. SINGLE LOT – Ground level marker not to exceed twenty-eight (28) inches by sixteen (16) inches. Headstones and monuments not exceed eighteen (18) inches wide by six (6) inches deep by twenty-two (22) inches high. The base for a headstone or monument is not to exceed twenty-four (24) inches wide by twelve (12) inches deep by six (6) inches vertical.



- B. DOUBLE LOT - Markers, headstones or monument length not to exceed forty-two (42) inches wide by six (6) inches deep by thirty-six (36) inches high. Alternative: Mark as single lots as defined above.
  - C. TRIPLE LOT - Monuments may be placed in the middle (on second grave). Alternative: Mark as single lots as defined above.
  - D. FOUR or MORE LOTS - Markers, headstones or monument length not to exceed sixty (60) inches wide by sixteen (16) inches deep by twenty (20) inches high. Each lot may instead/also have a flat foot marker not to exceed twenty-eight (28) inches in length by sixteen (16) inches in width.
- 2. No markers, headstones, monuments, curbing or other structure will be permitted to be erected in the cemeteries without a sufficient foundation. All markers, headstones, monuments and other structures shall be made of granite, marble, slate, or boulder. All monuments are to be centered at the head of lot or centered at the midline.
  - 3. A marble or granite bench will be allowed on a lot as the *only* permanent, central, inscribed, memorial; therefore both a monument and a bench are not permitted.
  - 4. Cremation lot – only one flush marker is permitted; upright monuments are prohibited due to space limitations.
  - 5. The Cemetery Administrator is required to have written notification prior to any foundation work/memorials placement, with all information outlined and submitted on a Cemetery Department Monument Permit Order. Prior to the initiation of any monument work, the lot must be marked/flagged by Cemetery Department personnel. Monuments are required to be set in such manner that they will not conflict with the alignment of neighboring monuments.

## **V. Administration**

Under the administrative direction of the Town Administrator and the policy direction of the Cemetery Commissioners, the Cemetery Administrator, shall have overall responsibility for the proper administration of Town Cemeteries in accordance with these rules and regulations and applicable Federal and State laws. The Town of Harwich Home Rule Charter and MGL Ch. 114 establish the Cemetery Commission, and the appointment of members. Duties of the Cemetery Commissioners are proscribed under MGL Ch. 114, S23, and the Town of Harwich Home Rule Charter, S 7-15-2.

**VI. Active Cemeteries** *(Burial space available)*

Evergreen Cemetery, Route 137 and Cemetery Road, East Harwich

Island Pond Cemetery, Harwich Center

Mount Pleasant Cemetery, South Street, Harwich Port

Kelley Cemetery, Off Main Street, North Harwich

**VII. Inactive Cemeteries** *(No burial lots available for sale)*

Bank Street Burial Ground, Bank Street, near Long Road

Baptist Church Cemetery, Depot Street, West Harwich

Congregational Church Cemetery, Harwich Center, near church

Herring River, West Harwich, Herring River, West Harwich

Hawks Nest Cemetery, corner of Spruce and Walker Roads, East Harwich

Lothrop Cemetery, Off Lothrop Ave, West Harwich

Methodist Church Cemetery, corner Queen Anne Rd. & Church Street, EH

North Harwich Cemetery, corner Depot St. & Old Chatham Rd., NH

Old Methodist Cemetery, Queen Anne Rd., East Harwich

Old Smith Cemetery, Bells Neck Road, West Harwich

Ryder Cemetery, Route 39 near water tower

South Harwich Cemetery, Old Chatham Road, South Harwich

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** The motion did not carry.

**ARTICLE 47. REPLENISH POLICE & FIRE CLAIMS TRUST FUND**

**ARTICLE 47.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to replenish the Police and Fire Claims Trust Fund in order to pay certain medical bills related to police officer or fire fighter line of duty illness or injury and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$5,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted, and that the sum of \$5,000.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 48. CREATE "HALL OF FAME" FOR HARWICH CITIZENS**

**ARTICLE 48.** To see if the Town will vote to authorize the Board of Selectmen to create a "Hall of Fame" to honor the past residents and influential people who have contributed to the town and have made it the special place we call home. Nominees to the Hall of Fame shall be presented to the Board of Selectmen prior to November 1<sup>st</sup> each calendar year. The Board



shall then choose Inductees, using guidelines set forth by the Board, and present the names at the next annual town meeting. A photo and brief description or plaque of the Inductee shall then be hung in a designated hallway at the Community Center, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$100.00 (per Inductee).

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 49. PROMOTE TOWN OF HARWICH**

**ARTICLE 49.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money for the Harwich Chamber of Commerce to promote the Town of Harwich. Said monies to be used for promotional publication pieces and advertisements touting the town to potential visitors and to act fully thereon. By Petition. Estimated cost: \$12,000.00.

**MOTION:** (Dr. Paul Anastasio) I move that this article be accepted and adopted and that the sum of \$12,000.00 be transferred from available funds. Duly seconded

**ACTION:** Motion carries

**ARTICLE 50. DEFRAY EXPENSES OF HARWICH ATHLETIC ASSOCIATION**

**ARTICLE 50.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to help defray the cost of the Harwich Athletic Association in sponsoring the Harwich Mariners, a member of the Cape Cod Baseball League, and other community athletic events; said money to be spent under the direction of the Board of Selectmen, and to act fully thereon. By Petition. Estimate cost: \$3,000.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** This article was indefinitely postponed.

After Article 51– Article 50 was reconsidered.

**MOTION:** (Cyd Zeigler, Selectman) I move that this article be accepted and adopted, and that the sum of \$3,000.00 be transferred from available funds for this purpose. Duly seconded

**ACTION:** This motion carried.



**ARTICLE 51.**      **ADOPT BUYBACK PROVISION FOR  
CALL FIREFIGHTERS**

ARTICLE 51. To see if the Town will vote to accept the provisions of the Massachusetts General Laws, Chapter 32, Section 4 (b 1/2) as amended which provides:

In any city, town, or fire district, which accepts the provisions of this paragraph, service as a permanent-intermittent or call firefighter shall be credited as full-time service as provided in paragraph (b), except that credit for such service shall not be conditioned upon the appointment of said permanent-intermittent or call fire fighter as a permanent member of the fire department. This paragraph shall take effect in a city by vote of the city council in accordance with its city charter; in a town which maintains a separate contributory retirement system by vote of town meeting; in a town whose eligible members are members of the county retirement system of the county wherein such town lies by vote of the town meeting; in a district which maintains a separate contributory retirement system by vote of the district meeting, and in a district the eligible employees of which are members of a county retirement system by vote of the district meeting, and to act fully thereon. By Petition.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

A motion to reconsider Article 50 was made and seconded. A 4/5 majority vote was needed, a standing count was taken, YES 122 NO 11. The motion to reconsider was voted.

**ARTICLE 52.**      **COMPENSATING BALANCE AGREEMENT**

ARTICLE 52. To see if the Town will vote to authorize its Treasurer to enter into a compensating balance agreement or agreements with banking institutions for fiscal year 2004 pursuant to Chapter 44, Section 53F of the General Laws and to act fully thereon. Customary article.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 53.**      **LIABILITY TIDAL/NON-TIDAL RIVERS**

ARTICLE 53. To see if the Town will assume liability in the manner provided by Section 29 of Chapter 91 of the General Laws as amended by Chapters

516 and 524, Acts of 1950, for all damages that may be incurred by work to be performed by the Department of Public Works of Massachusetts, for improvement, development, maintenance and protection of tidal and non-tidal rivers, streams, harbors, tide waters, foreshore and shores along a public beach outside of Boston Harbor, including the Merrimack and Connecticut Rivers in accordance with Section 11 of Chapter 91 of the General Laws and to authorize the Selectmen to execute and deliver a bond of indemnity to the Commonwealth. Customary article.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 54.      OBTAIN SUPPLY OF POTASSIUM IODIDE**

**ARTICLE 54.** To request Town Meeting action on the following: A proposal to address the issue of stockpiling and distribution of potassium iodide in connection with House of representative Bill No. 4913 – An Act in Connection with Nuclear Power Plants.

Whereas Cape Cod and the Town of Harwich are situated in an area relative to a nuclear power plant as described in House of Representatives Bill No. 4913 and may be affected in the event of a release of radiation, accident or otherwise,

Whereas there are limited escape routes for the people in this area, and

Whereas the aforementioned bill provides obtaining a supply of potassium iodide for protection from thyroid cancer, at no cost to the Town.

The Town of Harwich votes to accept potassium iodide from the Nuclear Regulatory Commission's Potassium Iodide Stockpiling Program or the operators of the Plymouth Nuclear Power Station. The Town further votes to commission the Board of Health to develop and distribute educational materials to apprise the general public of the issues regarding the use of potassium iodide. Further, the Board of Health will formulate a storage and distribution plan that is consistent with forthcoming regulations of the Massachusetts Department of Public Health and coordinates with the Town of Harwich Fire and Police Departments, emergency management personnel and other entities and town departments as the Board of Health deems necessary to ensure the timely distribution of potassium iodide should it become necessary, and to act fully thereon. By request of the Board of Health.



**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 55. CONGREGATE MEAL SITE FOR HARWICH SENIORS**

**ARTICLE 55.** To see if the Town will vote to supply the meal cost for a Congregate Meal Site for Harwich Seniors. The cost for this service is: the meals at \$2.47 each/\$11,559.60 and paper supplies and disposables at \$404.59, and to act fully thereon. By Petition. Estimated cost: \$11,964.19.

**MOTION:** (Brian Widegren, Chairman- Finance Committee) I move that this article be accepted and adopted, and that the sum of \$11,964.19 be transferred from available funds for the purpose. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 56. PURCHASE & INSTALL A VOICE MAIL SYSTEM AT THE COMMUNITY CENTER**

**ARTILCE 56.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to purchase and install a voice-mail system at the Community Center and to act fully thereon. By Petition. Estimated cost: \$4,595.00.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be indefinitely postponed. Duly seconded

**ACTION:** This article was indefinitely postponed.

**ARTICLE 57. ESTABLISH REVOLVING FUND FOR COUNCIL ON AGING PROGRAMS**

**ARTICLE 57.** To see if the Town will vote to establish a revolving fund for the purpose of funding programs with the Council on Aging, pursuant to the provisions of Chapter 44, Section 53E 1/2 of the Massachusetts General Laws and to act fully thereon. By Petition.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted, and that a revolving fund be established for the purpose of providing healthcare, recreational, and educational programs and services for seniors, and that receipts for participation in these programs shall be credited to the revolving fund, provided that the Director of the Council on Aging, and a member of the Council on Aging, designated by vote



of the Council, shall approve in writing all expenditures from the fund; said annual expenditures not to exceed \$100,000. Duly seconded

**ACTION:** It is a vote.

**ARTICLE 58.**      **RESOLUTION TO ABOLISH**  
**CORPORATE PERSONHOOD**

ARTICLE 58. To see if the Town will vote to adopt the following resolution to abolish corporate personhood, and to act fully thereon. By Petition.

Whereas, The rights of personhood, as declared in the Bill of Rights and the Fourteenth Amendment of the United States Constitution, the Declaration of Rights of the Constitution of the Commonwealth of Massachusetts, civil rights legislation, and the United Nations Declaration of Human Rights, are among the hardest won and most valuable possessions belonging to all human beings; and

Whereas, The word “person” in the United States Constitution means human beings; and

Whereas, The word “person” in the United States Constitution was *not* meant to include corporations or other fabricated or artificial entities; and

Whereas, corporations are not mentioned, described, or assigned rights under the United States Constitution; and

Whereas, The United States Supreme Court in 1886 had no moral or legal authority to give the legal rights of persons to corporations; and

Whereas, We have seen corporate personhood inappropriately empowered to compete against natural, human citizens in the self-governance of our nation, in sustaining a viable environment, in promoting the general welfare, in establishing justice, in securing the blessings of liberty for ourselves and our posterity; and

Whereas, We have seen corporations claim the First Amendment right to freedom of speech in order to use large sums of money to influence our electoral and legislative processes and to advertise destructive products to our citizens; and

Whereas, We have seen corporations damage the environment when they use the Fourteenth Amendment to contest regulation by us, the citizens, and when they use the Fourth Amendment to deny citizen oversight and inspections; and

Whereas, We eat genetically modified food without our knowledge because corporations use the First Amendment to deny disclosure to the public; and

Whereas, We have seen small, neighborhood businesses, the backbone of our economy, crushed, despite our efforts to save them, by corporations claiming to possess civil rights equal to those established for the protection of citizens; and

Whereas, We know, as all reasonable persons would, and by our powers of sane cognition, that a corporation is a legal abstraction without conscience or moral capacity and without supportable claim to being a person; and

Whereas, We know that We, the People, through our state governments create and establish corporations, and the authority to instruct, regulate, or revoke the charter of corporations is retained by us; and

Whereas, The United States Constitution is not a suicide pact amenable to a claim that rights allocated to the people may lawfully be appropriated by an artifact having legal standing with natural citizens.

therefore, be it

**RESOLVED, That the Town of Harwich adopt the position that corporations are not persons and are not entitled to the rights of persons in the Bill of Rights, the Fourteenth Amendment, and civil rights legislation under the United States Constitution, and, accordingly, the Town of Harwich supports the abolition of corporate personhood.**

**MOTION:** (Dr. Milton J. Hirshberg) I move that this article be accepted and adopted. Duly seconded

**ACTION:** This resolution did not carry.

**ARTICLE 59.      RESOLUTION TO ELIMINATE \$600 MILLION IN TAX BREAKS TO CORPORATIONS**

**ARTICLE 59.** To see if the Town will vote to adopt the following Resolution to organize concerted advocacy to obtain all state aid due Massachusetts communities, and to act fully thereon. By Petition.

Whereas, The tax code is a major form of corporate welfare; and

Whereas, Tax breaks for corporations constitute a form of political charity without adequate redeeming social value; and

Whereas, The Governor and General Court, faced with inadequate revenues to cover the Commonwealth's expenses, have left untouched tax breaks to corporations and have lowered the personal income tax exemption (a tax increase on all the people), thereby shifting revenue obligations unfairly to the people with the lowest resources; and

Whereas, Tax breaks, unlike spending programs and direct subsidies, are outside the budgetary process and receive little publicity for public debate on how to respond to the current fiscal crisis; and

Whereas, The Governor and General Court, faced with an unbalanced budget, failed to acknowledge the hidden tax breaks to corporations and have cut state aid to local communities and to health and human service programs instead; and

Whereas, The Governor and General Court have not advanced a proposal to cut unnecessary patronage jobs but to raise fees and other revenue sources that further increase revenue burdens on the rank and file taxpayers; and

Whereas, Corporate tax breaks in Massachusetts total approximately \$600 million;

therefore, be it

**RESOLVED, That the Governing Body and Townspeople of Harwich join together to protest in the strongest terms to the Governor, House Speaker, and Senate President against their unfair and irresponsible management of revenue acquisition and spending leading to their cutting state aid to Massachusetts municipalities and towns, That furthermore these cuts should not come until \$600 million in state aid through tax breaks to corporations are eliminated first, and That Harwich should seek support in this protest from other municipalities and towns throughout the Commonwealth whose residents are similarly concerned.**

**MOTION:** (Dr. Milton J. Hirshberg) I move that this article be accepted and adopted. Duly seconded

**ACTION:** This resolution did not carry.

## **ARTICLE 60. HERRING FISHERIES**

**ARTICLE 60.** To see what action the Town will take in regard to the Herring Fisheries and to act fully thereon. Customary article.



**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted. Duly seconded

**ACTION:** The article was adopted.

**ARTICLE 61. UNPAID BILLS**

**ARTICLE 61.** To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to pay unpaid bills of prior years as provided for in Chapter 170 of the Acts of 1941 and to act fully thereon. By request of the Town Accountant. Estimated cost: \$\_\_\_\_\_.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$2,114.11 be transferred from available funds to pay the following bill:

DEPT		
HARBOR	William L. Chandler-	
	Longevity Bonus for FY2001	\$2,114.11
		Duly seconded

**ACTION:** This article needed a 4/5 majority vote to pass, it was a unanimous vote, so declared.

**ARTICLE 62. STABILIZATION FUND**

**ARTICLE 62.** To see if the Town will vote to raise and appropriate or transfer from surplus revenue or available funds a sum of money to be added to the Stabilization Fund and to act fully thereon. By request of the Board of Selectmen.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted and that \$510,673.94 be transferred from available funds for the purpose. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

**ARTICLE 63. SURPLUS REVENUE**

**ARTICLE 63.** To see if the Town will vote to transfer certain unused balances of articles appropriated in past years to surplus revenue and to act fully thereon. By request of the Board of Selectmen.

**MOTION:** (Brian Widegren, Chairman-Finance Committee) I move that this article be accepted and adopted, and that the following balances be transferred to surplus revenue:

DEPT	RETURN TO SURPLUS REVENUE	BALANCE
BOS	Art 8-2000 Fund Firefighter Contract	15,054.00
	Art 8-2001 Fund Police Contract	91,530.24
	Art 10-2001 Fund Highway Contract	21,247.67
	Art 11-2001 Fund Personnel By-Law	26.00
FIRE	Art 29-2001 Breathing Apparatus	5.73
	TOTAL	127,863.64
		Duly seconded

**ACTION:** It was a unanimous vote, so declared.

At 10:15 a motion was made to adjourn the May, 2003 Annual Town Meeting, duly seconded and so voted.

**THE FOLLOWING ARTICLES WERE PASSED AT THE**  
**MAY, 2003 ANNUAL TOWN MEETING**  
**ACCEPT ROAD LAYOUTS**

ARTICLE 39      ACCEPT ROAD LAYOUTS  
                     Bassett Woods Road  
                     Somerset Road

**AMEND ZONING BY-LAWS**

ARTICLE 43      AMEND ZONING BY-LAW – SIGN REGULATIONS  
 ARTICLE 44      AMEND ZONING BY-LAW – HOME OCCUPATION  
 ARTICLE 45      AMEND ZONING BY-LAW – SIX PONDS SPECIAL  
                     DISTRICT

**CUSTOMARY ARTICLES**

ARTICLE 1      TOWN OFFICERS AND COMMITTEES  
 ARTICLE 2      REPORTS OF TOWN OFFICERS AND COMMITTEES  
 ARTICLE 17     DISBURSE STATE FUNDS FOR AID TO HARWICH  
                     LIBRARIES  
 ARTICLE 51     ADOPT BUYBACK PROVISION FOR CALL  
                     FIREFIGHTERS  
 ARTICLE 52     COMPENSATING BALANCE AGREEMENT  
 ARTICLE 53     LIABILITY TIDAL/NON-TIDAL RIVERS  
 ARTICLE 60     HERRING FISHERIES

## **CAPITAL PLAN**

ARTICLE 11 CAPITAL PLAN ADOPTION

## **ALL OTHER ARTICLES PASSED**

ARTICLE 23 HERRING RUN RACEWAY REPLACEMENT  
ARTICLE 25 CHANGE SENIOR EXEMPTION FROM \$500 TO \$600  
ARTICLE 29 ESTABLISH BETTERMENT PROGRAM FOR PRIVATE  
WAYS  
ARTICLE 30 ADOPT PLEASANT BAY RESOURCE MANAGEMENT  
PLAN UPDATE  
ARTICLE 32 RESCIND UNUSED BONDING AUTHORIZATION  
ARTICLE 40 LEASE OF TOWN-OWNED PROPERTIES  
ARTICLE 36 TRANSFER LAND FOR AFFORDABLE HOUSING  
ARTICLE 48 CREATE "HALL OF FAME" FOR HARWICH CITIZENS  
ARTICLE 54 ESTABLISH REVOLVING FUND FOR COUNCIL ON  
AGING PROGRAMS  
ARTICLE 57 ESTABLISH REVOLVING FUND FOR COUNCIL ON  
AGING PROGRAMS  
ARTICLE 63 SURPLUS REVENUE

## **APPROPRIATIONS VOTED UNDER ARTICLE ATM** **MAY 2003**

ARTICLE 10	BUDGET - FROM TAX LEVY	\$30,005,226.00
ARTICLE 20	PURCHASE/LEASE VARIOUS NEW EQUIPMENT	52,804.00

## **TRANSFER FROM FREE CASH**

ARTICLE 9	AMEND PERSONNEL BY-LAW COMPENSATION PLAN	\$ 18,572.00
ARTICLE 12	FUND HUMAN SERVICES	74,627.18
ARTICLE 15	PROJECT CONTEMPORATY COMPETITIVENESS	8,000.00
ARTICLE 16	MEDICAID BILLING SERVICES FOR SCHOOL DEPARTMENT	22,478.00
ARTICLE 21	PURCHASE NEW DECK FOR DISPOSAL AREA SCALE	25,000.00
ARTICLE 22	CHAPTER 90 ROAD MAINTENANCE	322,663.16



ARTICLE 24	FUND NEW WELL SOURCE	
	EXPLORATION PHASE II	170,000.00
ARTICLE 26	INSTALL WELL AT WHITEHOUSE FIELD	9,840.00
ARTICLE 27	FUND BUILDING - SCHOOL	65,500.00
ARTICLE 28	DEFRAY EXPENSES-CHASE AND	
	HARWICH PORT LIBRARY	22,630.00
ARTICLE 47	REPLENISH POLICE & FIRE	
	CLAIMS TRUST FUND	5,000.00
ARTICLE 49	PROMOTE TOWN OF HARWICH	12,000.00
ARTICLE 50	DEFRAY EXPENSES OF HARWICH	
	ATHLETIC ASSOC.	3,000.00
ARTICLE 55	CONGREGATE MEAL SITE FOR	
	HARWICH SENIORS	11,964.19
ARTICLE 61	UNPAID BILLS	2,114.11
ARTICLE 62	STABILIZATION FUND	510,673.94

#### **APPROPRIATIONS FROM BORROWING - LAND BANK**

ARTICLE 31	ACQUIRE LAND OF	
	PETER COPELAS	1,125,000.00

#### **APPROPRIATIONS FROM BORROWING - DEBT EXCLUSION**

ARTICLE 13	INTERIM AND LONG TERM	
	POLICE STATION IMPROVEMENTS	140,000.00
ARTICLE 14	INTEGRATED POLICE COMPUTER	
	SYSTEM (PHASE I)	215,000.00
ARTICLE 18	PURCHASE/EQUIP NEW AMBULANCE	138,460.00

#### **THE FOLLOWING ARTICLES WERE PASSED AT THE MAY, 2003 SPECIAL TOWN MEETING**

#### **AMEND GENERAL BY-LAWS**

ARTICLE 4	AMEND GENERAL BY-LAWS - TOWN MEETING
ARTICLE 7	AMEND GENERAL BY-LAWS - BEACH PARKING

#### **ARTICLES PASSED**

ARTICLE 3	ADOPT HARWICH HARWICH HOUSING STRATEGY
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**APPROPRIATIONS VOTED UNDER ARTICLE STM**  
**MAY 2003**

**APPROPRIATIONS FROM FREE CASH**

ARTICLE 1	SUPPLEMENT FINANCE COMMITTEE	
	RESERVE FUND ACCT	\$666,582.00
ARTICLE 2	MAINTAIN/UPDATE/CERTIFY	17,500.00
	REAL/PERSONAL PROPERTY VALUATIONS	

**APPROPRIATIONS FROM STABLIZATION FUND**

ARTICLE 9	IMPROVE WATER QUALITY	
	ON LONG POND	30,000.00

**PROPOSITION 2 1/2 TERMS**

**Chapter 59, Section 21C of the Massachusetts General Laws commonly referred to as Proposition 2 1/2 (Prop. 2 1/2) or the Tax Limiting Law for Cities and Towns in Massachusetts.**

LEVY: The property tax levy is the revenue a Town can raise through real and personal property taxes. The property tax levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum the levy limit can be. The ceiling equals 2.5% of the Town's full and fair cash value.

LEVY LIMIT: The Maximum the levy can be in a given year. The limit is based on the previous year's levy limit plus certain allowable increases.

LEVY LIMIT INCREASE: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

NEW GROWTH: New construction and new parcel subdivisions may also increase the Town's levy limit.

OVERRIDE: A community can permanently increase its levy limit by successfully voting at a referendum to exceed the limits. A community may take this action as long as it is below the levy ceiling.

GENERAL OVERRIDE: A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen vote to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increase may not exceed the Town's levy ceiling. Override questions must be presented in dollar terms and specify the purpose.

DEBT EXCLUSION: This override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question the Town's levy limit is increased only for the amount voted at the referendum for the life of that debt only. The levy limit increase may exceed the Town's levy ceiling.

CAPITAL OUTLAY EXPENDITURE EXCLUSION: This override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question the additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken.

CONTINGENT VOTES: Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (OVERRIDE). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen it must take place within forty-five days of the Town Meeting vote.



## TAX RATE CHART

The chart below shows the amount of money required to change the FY 2003 tax rate in \$.05 increments.

<u>TAX RATE CHANGE IN \$/1000</u>	<u>DOLLARS REQUIRED</u>
\$ 0.05	\$166,690
\$ 0.10	\$333,380
\$ 0.15	\$500,070
\$ 0.20	\$666,760
\$ 0.25	\$833,450
\$ 0.30	\$1,000,140
\$ 0.35	\$1,166,830
\$ 0.40	\$1,333,520
\$ 0.45	\$1,500,210
\$ 0.50	\$1,666,900
\$ 0.55	\$1,833,590
\$ 0.60	\$2,000,280
\$ 0.65	\$2,166,970
\$ 0.70	\$2,333,660
\$ 0.75	\$2,500,350
\$ 0.80	\$2,667,040
\$ 0.85	\$2,833,730
\$ 0.90	\$3,000,420
\$ 0.95	\$3,167,110
\$ 1.00	\$3,333,800

## **VOTING PROCEDURES**

- I A quorum, 150 registered voters, must be present in order to conduct business. The only motion in order when no quorum is present is a motion to adjourn.
- II A two-thirds majority of the Town Meeting shall be required for inclusion of any Capital Outlay, unless it was included in the Capital Outlay Plan adopted at the preceding Town Meeting.
- III All motions introduced at the Town Meeting shall be in writing when required by the Moderator.
- IV Voters are limited to two times speaking on any one question; the total time speaking not to exceed 10 minutes.
- V Only registered voters shall occupy the meeting “floor”.
- VI No voter will be allowed to speak until he or she is recognized by the Moderator.
- VII Motion requiring more than a simple majority to pass:
  - A. To reconsider a vote on a motion –3/4 majority (this motion must be made prior to the next adjournment of the meeting).
  - B. To consider articles in an order other than as appears on the warrant –3/4 majority.
  - C. To pay unpaid bills –4/5 majority at the Annual Town Meeting, 9/10 majority at a Special Town Meeting.
  - D. To move the previous question (terminate debate) –3/4 majority.
- VIII Quorum cannot be questioned after a motion has been made and seconded.

## MUNICIPAL FINANCE TERMS

APPROPRIATION: An authorization granted by the Town Meeting to make expenditures and to incur obligations for specific purposes.

AVAILABLE FUNDS: Available funds refer to other funds available for appropriation by the Town Meeting, such as Wetland Protection funds, Cemetery Lot sales and Perpetual Care Interest and old article balances returned to revenue.

OVERLAY, ALSO CALLED ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS: The overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover tax abatements granted and avoiding fractions in the tax rate. It cannot exceed 5% of the levy.

FREE CASH: Certified each year by the Director of State Bureau of Accounts, this is the portion of the fund balance which is available for appropriation by a Vote of Town Meeting. It is not cash, but rather is the approximate total of cash and receivables less current liabilities and earmarked reserves.

TRANSFER: The authorization to use an appropriation for a different purpose; in most cases only the Town Meeting may authorize a transfer.

RESERVE FUND: This fund is established by the voters at an Annual Town Meeting only and is composed of an appropriation (not exceeding 5% of the tax levy of the preceding year). Transfers from the Reserve Fund are within the exclusive control of the Finance Committee, and are for "extraordinary or unforeseen" situations, normally emergencies.

STABILIZATION FUND: This is a special reserve created for capital expenditures. The aggregate amount in the fund shall not exceed, at any time, 10% of the valuation in the preceding year. Money may be voted into the fund by a majority vote at Town Meeting. Money may be appropriated from the fund only by a two-thirds vote at Town Meeting for any purpose for which the Town would be authorized to borrow for.

CHERRY SHEET: An annual statement received from the State Department of Revenue detailing estimated receipts for the next fiscal year from various State Aid accounts and estimated charges payable by the assessors in setting the tax rate. Named for the cherry colored paper, which the State traditionally has printed it on.



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH  
ANNUAL ELECTION BALLOT**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said County,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street, in said Town on Tuesday, May 20, 2003, then and there to act on the following ballot:

POLLS WILL BE OPEN AT 7:00 A.M. and CLOSE AT 8:00 P.M.

To choose on one (1) ballot the following Town Officers and Committees: one (1) Moderator for three (3) years; one Selectman for three (3) years; two (2) School Committee Members for three (3) years; one (1) Water Commissioner for three (3) years; three (3) Library Trustees for three (3) years.

NON-BINDING PUBLIC ADVISORY BALLOT QUESTION

“Shall the Town of Harwich vote to adopt the following resolution?”

**Whereas** Cape Cod is situated down wind from the Pilgrim Nuclear Power Station over 50% of the time and its citizens are in danger from any major release of radiation, accidental or deliberate, but are not included in the present safety plans afforded people in the 10-mile radius of the reactor.

**Whereas** there is no escape route for the people of Cape Cod since, in the event of a nuclear accident, the Sagamore Bridge will be closed and only one lane of the Bourne Bridge will be open.

**Whereas** the Pilgrim Station is highly vulnerable to terrorist attack mainly because of the above ground, densely crowded spent fuel pool with no containment structure, which presently houses 2,278 spent fuel rods in a pool designed for 880 (with more added every eighteen months).

**Therefore, be it resolved that We the People of Harwich ask:**

A. the Massachusetts Department of Public Health to provide Potassium iodide (protection for the thyroid gland) to our town's Health Department (in accordance with provisions of recently enacted legislation – S. 2456);

B. the Nuclear Regulatory Commission (NRC) and the Massachusetts Emergency Management Agency to provide us with emergency planning including:

1. immediate notification of any serious accident or abnormal occurrence at the Pilgrim Nuclear Power Station;
2. designated radiological safe shelters;
3. written directives for each residence as to how to proceed in a radiological emergency.

C. the NRC to direct the Pilgrim Nuclear Power Station to proceed in all haste to transfer the spent fuel rods to the far safer Dry Cash storage.

The Harwich Town Clerk shall send these requests to: Assistant Commissioner Nancy Ridley at the Massachusetts Department of Public Health; Commissioner McGrail at the Massachusetts Emergency Management Agency; the Nuclear Regulatory Commission in Rockville, MD; Governor Romney; all appropriate state and federal representatives; and the Harwich Civil Defense Director.

YES \_\_\_\_\_ NO \_\_\_\_\_

#### BALLOT QUESTIONS

1. "Shall the Town of Harwich be allowed to exempt from the provisions of Proposition 2 1/2, so called, the amounts required to pay for the bond issued in order **to fund design services for assessing the future needs of the department and to commence with repairs and renovations to the existing police building, as outlined in Article 13 of the May, 2003 Annual Town Meeting Warrant**, for which the monies from this assessment will be used for the fiscal year beginning July 1, 2003 ?"

YES \_\_\_\_\_ NO \_\_\_\_\_

**Explanation: This question proposes a temporary increase in taxation to pay exactly the principal and interest on new debt.**

2. “Shall the Town of Harwich be allowed to exempt from the provisions of Proposition 2 1/2, so called, the amounts required to pay for the bond issued in order **to fund replacement of the existing in-house computer mainframe, host, and initial programming for police records management, police and fire department computer aided dispatch, and support platform, as outlined in Article 14 of the May, 2003 Annual Town Meeting Warrant**, for which the monies from this assessment will be used for the fiscal year beginning July 1, 2003 ?”

YES\_\_\_\_\_ NO\_\_\_\_\_

**Explanation: This question proposes a temporary increase in taxation to pay exactly the principal and interest on new debt.**

3. “Shall the Town of Harwich be allowed to exempt from the provisions of Proposition 2 1/2, so called, the amounts required to pay for the bond issued in order **to purchase and equip a new Emergency Medical Vehicle, including trade-in of the replaced vehicle as outlined in Article 18 of the May, 2003 Annual Town Meeting Warrant**, for which the monies from this assessment will be used for the fiscal year beginning July 1, 2003 ?”

YES\_\_\_\_\_ NO\_\_\_\_\_

**Explanation: This question proposes a temporary increase in taxation to pay exactly the principal and interest on new debt.**

4. “Shall the Town of Harwich be allowed to exempt from the provisions of Proposition 2 1/2, so called, the amounts required to pay for the bond issued in order **to fund new well source exploration and development and repair of one well, as outlined in Article 24 of the May, 2003 Annual Town Meeting Warrant**, for which the monies from this assessment will be used for the fiscal year beginning July 1, 2003 ?”

YES\_\_\_\_\_ NO\_\_\_\_\_

**Explanation: This question proposes a temporary increase in taxation to pay exactly the principal and interest on new debt.**



Hereof fail not to make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this thirty-first day of March, 2003

s/Peter S. Hughes  
s/Donald F. Howell  
s/Robert S. Widegren  
s/Cyd Zeigler  
s/Bruce Wm. Gibson  
Board of Selectmen

A true copy Attest:  
s/James M. Noonan  
Constable

April 17, 2003

By virtue of this Warrant I have this day notified and warned the inhabitants of the Town of Harwich, qualified to vote in elections and town affairs, to meet in the Community Center, 100 Oak Street in said Town on Tuesday, the 20<sup>th</sup> day of May, 2003 at the time and place for the purpose herein named by posting up attested copies thereon in the four (4) Post Office buildings and in Town Hall in the Town of Harwich, which covers all four precincts, at least fourteen (14) days before the time of said meeting as within directed, and causing an attested copy thereof to be published in the Harwich Oracle published in Barnstable County and having its circulation in the Town of Harwich.

s/James M. Noonan  
Constable

The following persons having been appointed and sworn to duty by the Town Clerk, Anita N. Doucette, at 6:45 AM

	<b>PRECINCT I</b>	<b>PRECINCT II</b>
Warden:	Sally Owens	Marlene Vagenas
Clerk:	Jeanne Dunne	Carole Warren
Insp.Ck In:	Judy Davis	Alice Stanford
Insp.Ck Out:	Janet Silverio until 2:00	Alberta Myers

**PRECINCT III**

Warden: Hilda Dagenais- until 2:00  
Clerk: John Mahan  
Insp.Ck In: Mae Hall until 2:00  
Insp. Ck Out: Janet McKenna

**PRECINCT IV**

Ruth Farham until 2:00  
Evelyn Robinson until 2:00  
Mary Eagan

Precinct I, Precinct II, Precinct III and Precinct IV ballot boxes were examined by the Town Clerk, and the Wardens of each precinct. Each ballot box was found to register “zero”. The Town Clerk read the Warrant and Return of Warrant. At 7:00 AM the polls were then declared open.

The following election officers did report to the Town Clerk at the Community Center Gymnasium at 11:45 AM until 6:00 PM or 2:00 PM and worked until the close of the polls.

**PRECINCT I**

Dep.Warden: Sally Owens  
Dep. Clerk: Jeanne Dunne  
Dep.Insp.In: Judy Davis  
Dep.Insp.Out: John Roy at 2:00

**PRECINCT II**

Marlene Vagenas  
Carole Warren  
Alice Stanford  
Alberta Myers

**PRECINCT III**

Dep.Warden: Susan Mills at 2:00  
Dep. Clerk: John Mahan  
Dep.Insp.In: Anita Martello at 2:00  
Dep.Insp.Out: Janet McKenna

**PRECINCT IV**

Robert Kelly at 2:00  
Bettina Pino at 2:00  
Mary Eagan

Voting proceeded until 8:00 PM, at which time, with no voters in sight, or waiting to vote the Town Clerk declared the polls closed. The ballot boxes were checked and registered One thousand five hundred thirty seven (1,537) including 54 absentee ballots.

Precinct I	–	407 including	16 absentee ballots
Precinct II	–	462 including	23 absentee ballots
Precinct III	–	356 including	10 absentee ballots
Precinct IV	–	312 including	5 absentee ballots

The voting lists of each precinct showed the same number of names checked as ballots cast. The Town Clerk announced the results on May 20, 2003 at 8:45 PM as follows:

•

**MAY 20, 2003**  
**ELECTION RESULTS**

	PREC 1	PREC 2	PREC 3	PREC 4	TOTAL
<b>SELECTMAN</b>					
		<b>FOR THREE YEARS</b>		<b>vote for one</b>	
Donald F. Howell	298	369	277	237	1181
All others	10	14	16	13	53
Blanks	99	79	63	62	303
<b>MODERATOR</b>					
		<b>FOR THREE YEARS</b>		<b>vote for one</b>	
Michael D. Ford	349	413	309	285	1356
All others	2	1	1	0	4
Blanks	56	48	46	27	177
<b>SCHOOL COMMITTEE</b>					
		<b>FOR THREE YEARS</b>		<b>vote for two</b>	
Barbara R. Prindle Eaton	205	209	184	177	775
Mark Russell	233	259	198	186	876
Margaret M. Hannigan	154	172	125	116	567
Polly E. Hemstock	116	169	115	94	494
All others	0	0	0	1	1
Blanks	106	115	90	50	361
<b>TRUSTEE, BROOKS</b>					
<b>FREE LIBRARY</b>					
		<b>FOR THREE YEARS</b>		<b>vote for three</b>	
Joann R. Green	257	295	216	202	970
Helene M. Hargraves	181	191	151	151	674
Bernadette C. Waystack	255	337	225	230	1047
Elinor P. Dinsmore	135	162	127	92	516
Ann L. Zoino	172	156	133	99	560
All others	2	0	0	0	2
Blanks	219	245	216	162	842
<b>WATER COMMISSIONER</b>					
		<b>FOR THREE YEARS</b>		<b>vote for one</b>	
Donald T. Bates, Jr.	224	212	186	159	781
Leo G. Cakounes	170	236	157	145	708
All others	0	2	0	0	2
Blanks	13	12	13	8	46
<b>RESOLUTION: Potassium Iodide/Emergency</b>					
YES	293	356	260	255	1164
NO	67	69	65	38	239
Blanks	47	37	31	19	134



**QUESTION 1 - Repairs to Police Station**

YES	227	247	181	172	827
NO	172	197	171	134	674
Blanks	8	18	4	6	36

**QUESTION 2 - Police computers**

YES	222	264	182	187	855
NO	176	180	170	120	646
Blanks	9	18	4	5	36

**QUESTION 3 - Purchase emergency vehicle**

YES	244	286	198	193	921
NO	156	162	156	112	586
Blanks	7	14	2	7	30

**QUESTION 4 - Repair Well**

YES	254	296	193	204	947
NO	128	127	138	80	473
Blanks	25	39	25	28	117

# HUMAN SERVICES

## *Report of the* **Harwich Council on Aging**

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### MISSION STATEMENT

“The mission of the Board of Directors of the Harwich Council on Aging is to advocate to the Town for the senior citizens of Harwich through an ongoing assessment of their needs, making the community aware of those needs, as well as overseeing the development and implementation of programs and services of the Council on Aging.”

### NURSING SERVICES:

<u>Type of Nursing Service</u>	<u>Number</u>
Home Visits	950
Office Visits	1012
<hr/>	
1962 Total	
Home Flu Immunizations	132
Referrals	63
Discharges	54

The Town Nurse program has had **a very busy year!** The caseload continues to increase because of the number of medically compromised/acute cases, and the number of the 59+ population in the community. However, these numbers do not convey the critical thinking and nursing skills involved in these visits. Many of the patients seen, for example, take 10-20 different medications per day which vary from once or twice a day, and still others 3 or 4 times a day. The refill and renewal dates are all different for most of these medications and ordered by 3-6 different physicians, most of whom do not communicate about their common patient’s history or progress. This could potentially put the patient at risk and it is very often the Town Nurse who coordinates the care needed to treat each patient’s situation.

The Town Nurse program continues to provide weekly walk-in clinics serving an average of 20 clients per clinic. During 2003, the follow up process

for clients returning from the hospital or nursing homes requiring additional nursing services has dramatically increased. **The present twenty five hour nursing staff is inadequate and in need of review.**

### **NURSING SERVICE PROCESS**

Currently, the town provides one part time (25 hrs per week) nurse. Due to the reduction in Medicare coverage of home health care services the request for Town Nurse has dramatically increased. To cope with this increase and increasing number of emergency calls to the Council on Aging, the Council on Aging Team (COA Director, Town Nurse, Friendly Visitor Coordinator, Outreach Coordinator, and Outreach Assistant) meet weekly to assess needs and caseloads, including the assessment of elderly transported by the EMS system each week. The caseload follow up is then assigned to meet the needs of the patients. It is apparent that with the continuing Federal and State budget reductions and the increase in number of elderly residents, that the number of hours for nursing services and the contract with the Visiting Nurse Association need careful review.

### **R.E.A.C.H. PROGRAM**

R.E.A.C.H. (**R**eaching **E**lders with **A**dditional needs through **C**ommunity **H**elp) was initiated originally from the Community Health Access Project working to enhance and improve services for elders. This pilot project involved the Harwich Fire Department, Harwich Council on Aging, Elder Services of Cape Cod and the Islands, Alzheimer's Services of Cape Cod and the Islands, the VNA, and Hospice of Cape Cod. Cape Cod Healthcare is now an integral part of this program.

To date, the program has been very helpful in providing rides home from Cape Cod Hospital for Harwich residents, as well as R.E.A.C.H. volunteers meeting the rescue squad at the homes of some Harwich seniors. A wonderful example of how these volunteers may be utilized is: A husband who is the care partner for his wife with Alzheimer's disease is suddenly injured from a fall; rescue is called and needs to take the husband to Cape Cod Hospital, but the wife would be at risk with no one to stay with her. In Harwich, the R.E.A.C.H. Volunteer on call is phoned and dispatched to stay with the wife until whenever is necessary (up until 9 am the next morning). At that time, a COA staff person is briefed and relieves the volunteer and finds appropriate care for the wife. This program helps to put the patient's mind at ease, assists rescue, and provides the continuum of care that is needed. **Harwich is the 4th highest population of Alzheimer's disease reported cases on Cape Cod at 4.98% of our 65+ population.**



## VOLUNTEERS

**Volunteers #: 475**

**Volunteer Hours: 20,832.50**

**In Kind \$ Value: \$314,834.34**

Each year the COA is asked to select a volunteer as Harwich Senior Citizen of the Year, someone who represents all of our dedicated volunteers. Elder Services of Cape Cod and the Islands, Inc. sponsors this program which seeks to honor an outstanding resident who exemplifies positive aging, is an excellent role model and gives his/her time willingly to serve others. This year the Harwich Council on Aging chose Janice Anderson. The Harwich Board of Selectmen and the Commonwealth of Massachusetts both presented certificates to the "Senior of the Year" at the COA Volunteer Recognition Luncheon. In addition, Elder Services of Cape Cod and the Islands, Inc., recognized Janice at their annual breakfast at the Coonamessett Inn in May.

Jan reads the "current events" in the local newspapers to vision impaired seniors at Brooks Free Library twice a month, as well as records the **Hi Tidings** newsletter on audio tape. In addition, Jan proof reads the **Hi Tidings** newsletter for the COA. The Town warrant is also recorded on audio tape by Jan for the May Town Meeting.

Jan is a Friendly Visitor for homebound seniors. She also directs and participates in the Harwich Senior Players, a readers' theatre group which entertains seniors, school children and other groups. Jan got her start in volunteering at the Harwich Elementary School and for 7 years at the "Medicenter Five" (now Fontaine Medical Center). Jan has been volunteering for 13 years.

### 2004 HIGHLIGHT

The Harwich COA partnered with Cape Cod Healthcare to co-sponsor an Osteoporosis Walk and Educational Fair called "Healthy Bones at Work". The Fair offered heel/ bone density, posture and balance screening tests, physician speakers, and a "live cooking with soy" demonstration. T-Shirts were worn designed by contest winner Patrick Blute from Harwich Middle School. Over 80 participants were screened out of over 100 in attendance. The event raised awareness and funds so that Osteoporosis patients are able to take classes at low or no cost in the prevention and treatment of the disease.

## **COUNCIL ON AGING PROGRAMS**

**Harwich Council on Aging programs continues to grow at a rapid pace.**

- Harwich S.A.L.T. Council/TRIAD numbered over 325 homes in their house numbering project to date.
- Harwich COA has an Elder Affairs liaison Police Officer Donna Tavano who this year was recognized with a community service award from State Representative Shirley Gomes for her professionalism in serving the elders of Harwich. This position assists to educate seniors about scams, fraud, identity theft, senior driving issues, Alzheimer's disease, etc. Donna is also the Editor of the "Blue Light Special" column in the COA newsletter.
- The Diabetic Support group began this year led, by Maria Lalevee.
- The 4th annual Harvest Health Fair served over 150 senior citizens.
- 20 Middle School Extended Day Summer Camp students provided an intergenerational luncheon for 25 seniors weekly for the summer.
- 130 seniors were provided Income Tax assistance!
- 159 seniors received Legal Counseling.
- The S.H.I.N.E. Counselors assisted 237 seniors and their families.
- 63 seniors availed themselves of the Financial Service Counseling.
- 10 Senior Citizen Exercise groups met regularly at the Community Center serving 375 Harwich citizens.
- Blood Pressure Service continues with high demand and has expanded to Monday's, Wednesday's (with the Town Nurse) and Friday's.
- The Town Senior Citizen van provided 69 riders with 1413 trips.
- The Travel department provided over 125 trips for seniors to take.
- The Dennis Harwich Lion's Club served breakfast to over 500 seniors.

### **A summary of present programs, activities and service follows:**

- Artfulness
- Banking Assistance
- Bridge Lessons and Game
- Classes: Caning, Cooking, Cribbage, Crafts, Mahjongg, Upholstery
- Concerts
- Current Events Group
- Dances
- Day Trips, local and in-state
- Diet Support Group
- Educational programs/Seminars
- File of Life
- Friendly Visitor Program
- Fuel Assistance
- Harwich Stamp Club

- Hearing Screenings
- Holiday Parties
- Information and Referral Services
- Knitters group
- Long Term Care Insurance Information
- Luncheons weekly
- Massage clinics
- Medical Equipment
- Friends of the COA Minibus-  
Free ride for grocery shopping, bank &  
Post office. Minibus also provides the  
Transportation to Current Events Group
- Movies on large screen T.V.
- Men's Club
- Newsletter (also on audio cassette)
- Outreach Program  
Coordination of assistance for frail,  
homebound elders and their caregivers;  
coordination of volunteers for  
medical transportation
- Parkinson's Disease therapeutic exercise group
- Pedicures
- Support Groups:  
Alzheimer's, Caregivers, and  
Prostate Cancer
- Telephone Reassurance Program
- Walking Club in the Gym
- Web T.V. Club
- Wellness weekly clinic (Wed.'s with the Town Nurse)

Respectfully Submitted:

Barbara Bliss-*Chairman*  
 Ray Gottwald-*Vice Chairman*  
 Christine Wood-*Treasurer*  
 James Tompkins-*Secretary*  
 Marie McKay  
 James Noonan  
 Virginia Hewitt  
 Myra Springer

Barbara-Anne Foley,  
*Executive Director*



# *Report of the* **Board of Health**

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The Board held 19 regular meetings during 2003 plus others devoted to special concerns.

A review of some of the accomplishments from the past year includes the following:

- One hundred and twenty-four variances were granted to thirty applicants to provide for improvements in the repair or replacement of existing septic systems.
- Board of Health regulations require the filing of an environmental impact review for any septic system proposal with a design flow of greater than 2,000 gallons per day. Projects reviewed this year included: Brax Landing, Winsted Retirement Center and 541 Route 28.
- Review of subdivision proposals were conducted for Moss Hill Ext; Tucker's Way; Chatham Rd; Route 28-Harwich Port; Oyster Pond Estates; Queen Anne Rd and Round Cove Rd.
- Review of projects requiring a special permit in the water recharge areas was handled for the following locations- Keeping of horses at 758 Depot Rd
- A number of applicants were before the Board for reconsideration of orders of conditions placed on use of property due to environmental considerations at the time of septic system installation. Eight properties were granted modifications/alterations to the original plan while one was denied.
- The Board wishes to acknowledge the many contributions of the Barnstable County Department of Health & the Environment. They have assisted the department with the enforcement of regulations concerning sale of tobacco to minors; technical assistance with air quality investigations; performed a shoreline sanitary survey of the Red River Beach; provide all staff and laboratory services for the summer beach and pond testing programs and provide summer interns to assist in the inspection of food service establishments.
- The Board developed education materials concerning water conservation directed towards the seasonal visitor. Copies were left with area realtors for placement in rental units in hopes of reminding our tourist population of the need to preserve our resources
- The Allen's Harbor Fecal Coliform Study was completed and presented for review and public comment. After pursuing many potential sources

of contamination, it was concluded that the leading contributor to the problem was the proliferation of raccoons within the watershed. Public meetings have been held including a forum specifically for the Allen's Harbor residents to initiate education on how to bring the population under control. The Board wishes to acknowledge the contributions of Chrissie Henner of the Division of Marine Fisheries for her assistance in our programs

- The Board evaluated its program concerning the testing and reporting requirements for advanced wastewater treatment facilities. After reviewing the data and use patterns it was a determination to alter the requirements to ensure collection of meaningful data with an eye towards sensitivity of cost. In most cases, the revamped criteria will represent a significant cost reduction to the home owner.
- Much effort has been directed towards emergency management planning by the staff and board. The department has taken the lead on addressing needs assessment and readiness evaluations required to be filed by multiple town agencies to the Massachusetts Department of Public Health and the Federal Office of Homeland Security.
- The Board evaluated and revamped the establishment of fees for permits and services. In many instances the fees had not been altered in thirteen years. Fees concerning septic systems and inspections were altered effective July 1, 2003 and fees concerning annual permits were amended effective for all 2004 permits.
- Regulations concerning septic system installation in environmentally sensitive areas were given careful review and refinement. Technological advancement in component materials now allow for more secure installations in these areas. By the board's requirement of certain design materials in sensitive areas, variance requests before the board can be eliminated thus saving the applicant consultant fees.

There was again change in the Board membership this year. Dr. Alfred Hurst left after 6 years of service and was replaced by Mary Jane Watson.

We appreciate the cooperation and support of the various committees and staff members who have made themselves available to assist us in the administration of our duties. As usual, we acknowledge the efforts of the Health Department staff for all their dedication and effort throughout the year.

Francis C. Sampson, *Chairman*  
Stanley L. Kocot, *Vice-Chairman*  
Linda Shultz  
Marina Brock  
Mary Jane Watson

# Report of the Health Director

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The following permits were reviewed and issued by the Board of Health

TYPE	CURRENT FEE	#ISSUED
Food service establishments	\$10-\$150	184
Motels/Cabins	\$50	12
Rubbish Haulers	\$75	8
Swimming Pools	\$60	20
Disposal Works Installers	\$75	63
Milk & Cream	\$10	0
Manufacture of Frozen Dessert	\$25	7
Stable	\$20	38
Funeral Directors	\$25	5
Mobile Food	\$50	5
Septage Carriers	\$75	19
Massage Therapist	\$25	28
Massage Establishment	\$100	11
Catering	\$75	1
Underground Storage Tank Registration	\$2	0
Well Permits	\$25	26
Retail Sale of Tobacco	\$25	24
Recreational Camps	\$50	1

These resulted in the collection of \$12,340. In addition, 334 permits were issued for the installation and/or repair of septic systems and receipts totaling \$31,995. A total 1026 percolation and deep hole observation pits were performed on 261 lots with fees collected of \$16,630. Total department receipts for 2003 were \$77,424.

Inspection and requests for services were fulfilled in the following areas:

Food service	185
Septic system plan review	334
Building/alteration/site plan review	402
Housing	42
Therapeutic massage establishment	5
Swimming pools/beaches	48
Complaint investigation	33
Water analysis	504
Hazardous waste/underground storage	6



On-site septic approval	340
Test holes	520
Percolation tests	506
Real estate transfer review	323
Tobacco sale outlets	44

Special Projects and Surveys Conducted by the Department this year included:

-The Health Director assisted the Board in research and development of amendments of rules and regulations for environmentally sensitive areas and septic system setbacks to wetlands.

-Exams to become certified to install sewage disposal systems and to inspect systems for real estate transfer were administered monthly

-New food service facilities/new owners opening in 2003 included: Brax Landing; Buca's; Garden of Weeden; Greater Boston Food Bank; Lighthouse Café and Star Market.

-We continue to work closely with the Barnstable County Department of Health and the Environment on several issues including: twice yearly ground-water monitoring project; assistance with the enforcement of tobacco control regulations; assistance with the evaluation and organization of wastewater treatment plant data; and implementation of the new bathing beach monitoring regulations. BCDHE has provided the staff via summer interns to assist the town with the collection of all weekly samples at public bathing beaches and an additional intern weekly to assist with additional summer inspection requirements. The County Laboratory continues to provide a valuable service in free and/or reduced cost water analysis and auxiliary field crews at great savings to the Town. We appreciate this unique service available to our department.

-Work continued on several interagency programs such as weekly meeting of inspectional/community service departments to improve delivery of service in permit review; assist the High School and Elementary School in evaluation of indoor air quality issues and mold remediation; assist with the development of the Herring River Watershed Management Plan; assist the school administration with the management of the wastewater treatment facility; and evaluation and development of institutional cleaning programs for the Police Facility.

-Clearly, the most consuming project of 2003 was the identification and removal of lead dust in the former firing range of the Police Facility. Screening for the presence of lead dust as part of an indoor air quality assessment was conducted in November 2002. Positive results far in excess of acceptable guidelines were reported on surfaces in the former firing range which prompt-

ed concern as to dust transport around the building and occupational health and safety. The Town Administrator assigned the Health Director and Assistant Town Administrator as coordinators of the project. This led to the assemblage of a Task Force consisting of Administration, Health, Police Management, Board of Selectmen and Police Union. The Task Force served as a conduit of information to keep the workforce informed of the complexities of the project via consultant selection, scope of work development, data interpretation and removal contract selection. To address concerns of worker exposure, the Health Director arranged for blood testing of workers and offered individual consultation for the interpretation of results and support documentation. We were relieved to report that no workers exhibited blood lead values higher than are seen in the general population. We were very fortunate with the selection of LeadSafe Environmental as our technical consultant on this project and in particular Stephen Collins, CHMM. The extremely hazardous nature and complexity of this project left no room for error and required selection of carefully trained individuals to resolve. Mr. Collins vast background and level of experience provided expert guidance on this project and was invaluable to the town.

-The Health Director was a featured speaker this year at workshops for the Cape Cod Regional Health Agents Group, Cape Cod Medical Reserve Corp; Barnstable County Police Chiefs Association and Cape Cod Landlords Association.

-This year the Health Department administered over 750 doses of flu vaccine at clinics and distributed an additional 300 doses to the homebound and nursing home programs. Fortunately, we purchased an additional supply of vaccine to augment our state allotment, which proved very helpful considering the interest in receiving inoculations this year. For the first year clients were able to utilize Medicare coverage at the Town clinics. VNA provided staff to organize this effort. It is important to note that none of the reimbursement is returned to the Town of Harwich. Funds are split between the Massachusetts Department of Public Health ( to cover vaccine costs) and the VNA ( to cover administrative costs). The Health Director questioned this arrangement and was able to negotiate a pro rated fee to the town for this service. The Health Director continues to administer the VNA contract. This year the VNA conducted monthly childhood immunization clinics; conducted maternal/newborn visits; provides staff to conduct flu clinics and investigates and reports on all communicable disease cases.

-Emerging diseases such as West Nile Virus, SARS, Influenza, and Mad Cow Disease has sparked a renewed interest and awareness by the public on our role in this area and we have experienced an increase in public information requests. All staff, technical and support have attended continuing edu-



cation in this area this year. Due to the increased awareness of Lyme disease and reporting we are seeing more cases in our area. In addition, for the first time, reporting of several patients with Lyme disease also included additional findings of Babesiosis and/or Ehrlichiosis (also tick-borne diseases). It would be interesting to watch this trend to determine what is occurring in the tick population.

-Legislative changes requiring certification for all Sealers of Weights and Measures became effective in 2001. The Town entered into a contract administered by this Department for the Town of Barnstable to perform Sealer of Weights and Measures duties. Barnstable has a "state of the art" department of certified staff and equipment and is willing to offer this service to small communities.

It is with regret that we accepted the resignation of Senior Health Inspector, Herbert Schnitzer. After 15 1/2 years of service with the town in his "post-retirement" occupation, Herb decided it was time to retire. We shall miss his quite, effective enforcement; sage-like advice and sense of balance which he provided to our office

We are very grateful to the continued assistance of our many volunteers. They make programs such as the flu clinics operate smoothly. Thanks to Marge Marion, Nadine Schmitt, Anne Welch, and Elayne Stockwell for their help in 2003.

Paula J. Champagne, R.S., C.H.O., *Health Director*

Herbert Schnitzer, *Senior Health Inspector\**

David Breen, RS, PE, *Senior Health Inspector*

John Chatham, RS, *Senior Health Inspector*

Hillary Greenberg, *Health Inspector*

William Doubleday, RS, PE, *Contract Inspector*

Sandra Varrica, *Head Clerk*

Judith M. Sullivan, *Principal Clerk*

Sandra Howard, *Recording Secretary*

\*resigned



## *Report of the* **Veterans' Services**

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The District Office of Veterans' Services continues to provide the most professional service to all veterans within our district.

The problem that we faced last year concerns the length of time the Department of Veterans Affairs takes to process claims for service connected disabilities, pensions and appeals on pending claims. Several decisions that we have filed for on behalf of our veterans have taken far too long, which causes problems for all those we serve.

We would be pleased if the Veterans Administration would provide medical services to all veterans and not to prioritize certain groups.

The prescription drug provision denies those veterans who do not receive a service connected disability. This is wrong and we are working with Congressman Delahunt and other members of Congress to overturn this decision.

We look forward to serving all veterans in this district and look forward to your input.

Yours in the service of Veterans,

Sidney L. Chase, *Director & Veterans Agent*  
Norman E. Gill, *Regional Director and Veterans Agent*

## *Report of the* **Treasure Chest Volunteer Committee**

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To the Honorable Board of Selectmen and the residents of the Town of Harwich:

I hereby submit the Annual Report of the Treasure Chest Volunteer Committee for the year 2003.

The Treasure Chest was open 9AM to 3PM, Friday through Monday, from April through October. The winter hours are 9AM to 3PM on Saturdays and Sundays.

The volunteers and friends of the Treasure Chest share a common goal of providing good, reusable items to residents and seasonal visitors, while saving the Town money in disposal costs.

The Treasure Chest collects and cleans items for many "good will" causes such as:

- Books for "Hands Across the Water"
- Clothing for the "Noah Shelter" in Hyannis
- Blankets for local animal shelters
- Stuffed animals for VFW distribution to needy children
- Camping and scouting equipment for the Boy Scouts
- Children's books for local church groups
- Miscellaneous items for the homeless

On behalf of the Treasure Chest staff, I would like to thank Mike Kiernan, Dave Gilbert, and the rest of the Disposal Area crew for their continued assistance in keeping our operation running smoothly.

I would also like to thank the Division of Highways & Maintenance and the Barnstable County Sheriff's Department for making the recent renovations to our building. These much needed improvements will make our work area more energy efficient and safer for our volunteers and visitors.

In closing, I would like to extend my sincerest appreciation to the dedicated Treasure Chest volunteers for making this valuable Town resource a success.

Respectfully submitted,  
Pauline Ashton, *Chairman*

# Report of the Harwich Housing Authority

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TO: The Honorable Board of Selectmen and the Citizens of the Town of Harwich

The office location and mailing address of the Harwich Housing Authority is 38 Sisson Road, P.O. Box 714 in Harwich Port, MA 02646. Working hours of the Authority are Monday & Wednesday, 8:00 a.m.- 3:00 p.m. and Fridays, 8:00 a.m.-12:00 p.m. Monthly meetings of the Board of Commissioners, which are posted and open to the public, are held on the last Tuesday of every month, unless otherwise noted with posting at Town Hall.

Eligibility for housing subsidized through the Harwich Housing Authority is governed by rules and regulations promulgated by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) and the United States Department of Housing and Urban Development (HUD). Income admissions limit criteria for the 705 family housing program are as follows:

<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>	<u>4 Persons</u>	<u>5 Persons</u>	<u>6 Persons</u>	<u>7 Persons</u>	<u>8 Persons</u>
31,650	36,150	40,700	45,200	48,800	52,450	56,050	59,650

The Harwich Housing Authority (HHA) operates a total of thirty-nine (39) units of subsidized housing under four (4) different subsidy programs. State programs include the Massachusetts Rental Voucher Program (MRVP) which currently has ten (10) scattered site family and elderly units; the Massachusetts 705 family housing program which manages twelve (12) state family units; and the Massachusetts 167 program/Department of Mental Health which has a total of eight (8) special needs units. In addition, the HHA acts as a host agency for the administration of nine (9) Section 8 HUD certificates for tenants living in Harwich.

The Harwich Housing Authority’s waiting list continues to reflect the need for additional **affordable** housing in the Town of Harwich. The waiting list for the 705 family housing program presently consists of 396 families, 243 families on the 2-bedroom waiting list and 153 families on the 3-bedroom waiting list. The waiting list for the MRVP Massachusetts Rental Voucher Program presently consists of 227 families, with 16 people on the 1-bedroom waiting list and 155 families on the 2-bedroom waiting list, 51 families on the 3-bedroom waiting list and 5 families waiting on the 4-bedroom waiting list and the program is currently frozen due to fiscal restraints.



The Harwich Housing Authority acknowledges that there is a real need for all types of housing in the town, and continues to seek opportunities to provide quality, decent, affordable housing to Harwich residents. In spite of the dismal climate of State and Federal funding cuts, the Harwich Housing Authority will continue its quest to obtain funding for further development of needed programs to assist the residents of Harwich. Exploring all avenues of funding resources and technical assistance, including joint public-private ventures, the Housing Authority continues to work with town officials, residents, the Town's Affordable Housing Committee, the Lower Cape Cod Community Development Corporation, and other groups and organizations to provide additional housing with whatever funds may become available.

**Annual Operating Budget Fy 10/1/02 – 9/30/03\***

\*Excluding 9 Section 8 Units

Program	Receipts		Expenses	Units
400.01	\$55,812	RENT		
	\$ 8,900	STATE	\$64,712	12
		SUBSIDY		
167-1	\$17,648	RENT	\$17,648	8
MRVP	\$ 3,310		\$ 3,310	10
SECTION 8				9
TOTAL	\$85,670		\$85,670	39

The Harwich Housing Authority also received an additional \$11,000 of emergency funding from the Dept. of Housing and Community Development for the replacement of two heating systems at the 705-1 units.

Cynthia Berbig is the Executive Director. Mrs. Berbig, a Harwich resident, has been in this position since July of 1997. She has her Public Housing Manager certification. In addition, she has had previous experience working with various subsidy programs in Medford, Cambridge and Boston and Brookline.

Charlie Puzo currently holds the position of Maintenance Mechanic with the Harwich Housing Authority. He is very experienced in maintenance and works a part-time schedule with the HHA.

The Harwich Housing Authority wishes to express its gratitude and thanks to the Town and citizens of Harwich for a successful 2003 and looks forward

to productive 2004. We welcome and encourage your support and suggestions in our efforts to continue to provide quality housing for the residents of Harwich.

Respectfully submitted,

Senna Fernandez, *Chairman, Board of Commissioners*  
Cynthia Berbig, *Executive Director*

BOARD MEMBERS:

Senna Fernandez, *Chairman*  
Brooke Williams, *Vice Chairman*  
Richard Hoyer, *Treasurer*  
William Doherty, *Assistant Treasurer*  
Jennifer Thyng, *Assistant Secretary*

STAFF:

Cynthia Berbig, *Executive Director*  
Charlie Puzo, *Maintenance*

# Report of the Brooks Free Library

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739 Main St., Harwich, MA 02645

Phone: (508) 430-7562

Homepage: [www.vsg.cape.com/~brooks](http://www.vsg.cape.com/~brooks)

Email: [brooks@cape.com](mailto:brooks@cape.com)

## **Mission Statement of the Brooks Free Library**

*The mission of the Brooks Free Library is to promote full and equal access to information and ideas, the love of reading, the joy of learning, and engagement with the arts, sciences and humanities.*

## **Vision Statement for the Brooks Free Library**

*The Brooks Free Library Board of Trustees, Library staff and the Harwich community envision a future where the Library provides a world without limits in the heart of the community.*

The Director and Board of Trustees respectfully submit our Annual Report of the Brooks Free Library. The Brooks Free Library is the municipal library for the town. It is governed by a seven member, elected Board of Trustees. The Trustees meet on the second Wednesday of the month, at 7:30 pm. These are open meetings, and the public is invited to attend. The Trustees welcome and appreciate feedback from the public at any time! The Brooks Free Library provides a complete range of library services, including providing access to popular reading materials (bestsellers and fiction), as well as access to non-fiction, reference materials and services, membership in the Cape Automated Libraries Materials Sharing (CLAMS) network, programming for children and adults, and public access computers.

The Brooks Free Library's Long Range Plan was completed in 2003. Developed based on community input, it will provide direction to the Library's activities for the next five years. The Plan established the new mission and vision statements, printed at the start of this report. In addition to providing general library services, three service responses were chosen: 1) General Information: The Library will provide access to a wide range of popular, informational and cultural resources in print, non-print and electronic formats. 2) Lifelong Learning - the Library will provide opportunities to address the desire of community members for self-directed personal growth and development,



and 3) a Commons - the Library will provide a gathering place and opportunities for community members to meet and interact with others, fostering the sense of community in the town.

In implementing the Long Range Plan, the Library began an Expanding Horizons program, which features 6 week courses, offered free to the public, each Winter/Spring and Fall. Volunteer instructors share their area of interest or expertise with students. Two sessions have been held so far, and the offerings have proved extremely popular. Another 6 week session is planned from Feb.- April 2004. We have also increased the number of year round programs. Our Evening Book Group, led by Reference Librarian Jo Ann Latimer, meets the first Tues. of the month at 6:30. Our Morning Book Discussion Group, led by Staff Librarian Julie Pina, meets the second Tues. of the month, at 11 am. Two Writers Groups are offered, both led by local author John Prophet. The morning group meets every Wed. at 10:30, and the evening group meets every Thurs. at 7 pm. In January 2004 we will begin our Monday Morning Quest, led by retired philosophy professor and local resident, Nancy Considine. This group will focus on understanding our place in nature and the balance needed to maintain the web of life on earth. New members are always welcome to these on-going groups. Registration is not required. They are a wonderful opportunity for community members to gather and exchange ideas, meet new people and explore their interests. Computer instruction is also offered at the Library. Registration is required for the computer tutoring sessions, and training slots fill up fast. Classes are offered on Tues. evenings, taught by Joyce Bush, and on Sat. afternoons, taught by Bill Otis. Library staff members teach our "How to Use CLAMS" class, offered several times a week. Users learn to look up books and materials in the catalog, and to place requests from home.

We are proud to report that Harwich residents and visitors are making great use of all the Library offers! Since moving back into the renovated and expanded facility in FY1998, use of the library has increased dramatically! The circulation of library materials has increased 44%! In FY2003, 132,869 items were checked out. The number of visitors to the library annually has grown 30%. The number of library cardholders has seen a 36% increase. The number of reference questions has risen over 300% as area residents take advantage of our reference services. Sharing of materials with other libraries in the CLAMS network, and lending and borrowing from libraries around the state and nation has also increased 460% in recent years. Last year alone saw a 66% increase in the number of materials borrowed and lent to other libraries. This increase is due to participation in the CLAMS automated network, which consists of 26 member library systems on the Cape and Islands with 35 circulating locations, the ability of patrons to request items over the Internet from

home, and a sustained effort of the Brooks Free Library staff to teach patrons how to use the online catalogs. Efficient daily delivery service between libraries, a service of the Southeastern Massachusetts Library System (SEMLS), greatly assists by rapidly delivering items from the owning library to the library of the person requesting the item. Another area of service that has seen a huge increase is the use of public computers. Public libraries are key in bridging the "digital divide" and providing access to technology to those who do not have access at home. Statistics have only been kept since FY1999, when there were 4,395 computer use sessions at the Library. In FY2003, there were 17,624 computer use sessions - a 301% increase in 5 years!

Dealing with the increasing demand for library services has been quite a challenge for the Library staff. Organizational changes were made to ensure the Library was operating as efficiently as possible. Duties were realigned among positions, workflow and procedures were evaluated, and additional training and updating of technology skills were provided to Library staff members. Additional volunteers were recruited, and the community responded. The number of volunteers doubled in the past year, to over 100. Volunteers perform a variety of functions such as shelving books, preparing books for circulation, making phone calls, and serving as computer tutors. This summer, volunteers were trained and staffed our "Registration Desk", issuing new library cards to our visitors and summer residents. The work of all our volunteers takes a tremendous burden off the Library staff, and allows us to provide much more enhanced library service than we would be able to otherwise! We greatly appreciate all of our volunteers and the great job they do! As a result of these efforts to operate more efficiently and recruit and train volunteers, the Library has been able to meet the increasing demand for Library services as well as to begin to implement the Long Range Plan by providing more programming and services to the community.

The Library's program and services for children and young adults have been very successful. For young children, several story-times are held per week and there are regular puppet shows, creative movement programs and craft activities. All are extremely well attended, and parents and youngsters enjoy the programs as well as the large, bright Children's Room with plenty of play space, room for formal programs, and informal gatherings. Young parents appreciate the opportunity to meet and interact with each other. The Library is heavily used by older youngsters after school for assistance with homework and school projects. Our Children's Librarian, Suzanne Martell, does a terrific job attracting middle school students to the Library. Youngsters participate in recreational reading, formal game times and structured programs as well as informal gatherings to relax and socialize. Current after-school programs include Yu-Gi-Oh Day on Mondays, Chess Club on Tuesdays, and Lego Day



on Thursdays. The Summer Reading program continues to flourish. The theme for the Summer 2003 program was "Read, think Create at your Library". Overall, in FY2003, 285 programs were held for children and young adults, up from 234 in FY2002. Library services to children and young adults remain a primary concern of the Library in this Long Range Plan, as does continued collaboration with the Harwich schools.

As discussed above, more effort has been put into programming for adults this year, and the number of adult programs tripled, rising from 71 in FY2002 to 235 programs in FY2003. Attendance at adult programs nearly tripled as well, increasing from 673 to 1916. In addition to programs sponsored by the Library, community groups and organizations also use the Thornton Room for their meetings and activities. In FY2003, there were 189 meetings held by non-Library groups in the Thornton Room. The Thornton Room seats 75 people, and is available for use even during hours the Library is closed. The Thornton Room is also wired for Internet use. Currently, however, users must provide their own laptops and/or projectors. One objective for FY2004 is to have the technology available for loan so that users will not need to provide their own equipment when using the Internet for their meetings and presentations.

Last year the Library saw a decrease in its holdings, something we were quite happy about. After the renovation/expansion in 1998, there were frequent complaints that the bookshelves were empty. This has not been the case for several years. In fact, the shelves have been too full, resulting in overcrowding and lack of shelf space to put newly acquired items! Through a sustained effort this past year, we have been "weeding" the collection of old, outdated materials in poor condition. This effort is on-going, as the Library adds hundreds of new items to its collection each month!

In June the Friends of the Brooks Free Library launched the Books on Wheels program after assuming responsibility for the Homebound Delivery from the Council on Aging. We'd like to extend our thanks to the Council on Aging for initiating this program and continuing it through the years. The program, led by Nancy Laning and Micki Barnes, was renamed "Books on Wheels" and is an expansion of a traditional homebound delivery program. It is open to residents who are homebound, and to those who get out, but on a limited basis. It's also open to residents who are home for a temporary period, recovering from an illness or injury. Volunteers will pick up and drop off library materials two times per month. The program has expanded from 4 participants to over 20! We thank the dedicated volunteers who provide this needed service!



This year the Library celebrated the five year anniversary of the re-opening of the building by hosting an Open House on Sat., March 1, featuring a display of our collection of Roger's Groups statuary and a video presentation of the life of John Rogers, tours of the library and an opportunity to meet and discuss library issues with the Board of Trustees. The Friends of the Brooks Free Library provided the refreshments to those attending.

In June the Library established the VITAL program - Vision Impaired Technology at the Library. The Library purchased a computer and the Friends of the Brooks Free Library sponsored a fund-raising drive for the software and related equipment. With outreach to community groups and local media, we were able to raise over \$5000 this summer! We'd like to thank everyone who contributed to this fundraising drive! We were able to purchase the software as well as free standing reading machine (the VERA). Cape residents and visitors with varying degrees of vision impairment now have access to two types of adaptive software, which was not available to the general public on the Cape previously. ZoomText is a magnification program, which enlarges the print on the screen. JAWS is a screen reading software for use by people with limited or no vision. In addition to simply providing access to the software, Library is providing training to users with vision impairments. This training has not been available on the Cape before! In Sept. and Oct. we trained our volunteer instructors. In Nov. we began providing instruction to the public. A prime objective of the program is to help users be independent and to ease the sense of isolation often felt when vision impairments develop. With this technology, users will be able to keep in touch with friends and family through email, participate in online support groups, and perform everyday functions such as typing letters, banking and shopping online, as well as pursue personal interests. The Library owes an incredible debt of gratitude to Carla Burke who has served as our volunteer VITAL Coordinator! Her tireless efforts are what has enabled this program to get off the ground! We are currently pursuing grants to expand the program to meet the need for these services.

Finally, we'd like to thank Friends of the Brooks Free Library for all their hard work and support! The Friends sponsor our Summer Reading program, including the wonderful and varied special programs such as the Museum of Science visits and performances by magicians, storytellers, and musicians. The Friends also present the very popular Sunday afternoon programs, held the first Sun. of the month at 2 pm, from October to May. They purchase passes to attractions and museums, which allow free or reduced price entrance for library patrons. Through a leased book program, the Friends provide additional copies of bestsellers, so readers don't have to wait as long for popular materials. Claire Kenny and her Book Sale crew do a tremendous job

organizing and running the on-going Book Sale. The funds raised by the Friends of the Brooks Free Library go directly to supporting and enhancing Library programs and services. We'd like to thank Carol Pelton, the President, the Executive Board and all the members of the Friends of the Brooks Free Library!

Respectfully submitted,

Virginia A. Hewitt, *Library Director*

Joann Green, *Chairperson*

Bernadette Waystack, *Vice Chairperson*

Helene Hargrave, *Secretary*

William D. Crowell, *Treasurer*

Senna Fernandez

Joan McCarty

Anne O'Brien

# *Report of the* **Harwich Historic District Commission**

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The statutory goal of the Harwich Historic District Commission is the preservation and improvement of the structures, space and setting that collectively comprise the Harwich Historic District, which is located in Harwich Center. The District is home to the principal administrative offices of town government, the public schools, valuable cultural institutions and artifacts, and year-round recreational resources. The only designated and protected Historic District in all of Harwich is also home to a wide variety of residential and commercial properties. The Historic District Commission is committed to improvement within the District that is compatible with the District, and aims to prevent the intrusion of incongruous elements that might detract from the District's aesthetic and historic values. Regular meetings are held during the fourth Thursday of each month at Town Hall, in the Selectmen's Library, and Public Notice is posted by the Town Clerk.

In the year 2003, the Commission re-dedicated its efforts to fulfilling its mandate in service to the Town of Harwich by (1) adopting and distributing guidelines to help property owners and taxpayers understand the standards that inform the Commission's decisions to approve or reject proposed construction or alteration projects in the District; and (2) distributed to all property owners in the District relevant materials describing the historical background and features of parcels and structures under their control. These materials were gleaned from the Harwich surveys conducted by the staff of the Massachusetts Historical Commission. These materials were also made available to personnel in the Harwich Planning and Building Departments, upon whom the Commission must rely to instruct applicants concerning their proposed developments.

As is generally known, no structure within in the Historic District may be erected, demolished, or altered in a way that affects exterior appearances – with few exceptions – unless the Historic District Commission shall first have issued a certificate of Appropriateness, Hardship or Non-Applicability. The Commission has approved all eight applications that were submitted for Certificates of Appropriateness this year: two roofs, one doorway, two barns, two signs and one change of exterior color.

Several issues remain unresolved at present. Internally, the Commission membership must be expanded to include a full slate of alternate members in accordance with the governing by-law. This will both promote the widest pos-



sible debate and discourage unexcused absences. In addition, the Commission can benefit by formalizing its internal operations. Ideally this will help both the membership and the community better understand the Commission's obligations governing members' attendance, debate, and voting; decision-making and record-keeping.

Externally, the Commission enjoys a supportive relationship with the Building Department, the Town Clerk, and the Selectmen's administrative staff. Community education is crucial to expanding informed constituent support throughout all of Harwich, and must include the education of, and meaningful dialogue with, other town offices.

Currently, "enforcement" and "zoning" are the most divisive issues affecting the administration of the local Historic District. Regarding enforcement, it is apparent that the Commission must forge a middle ground that is not too lenient and not too aggressive. As a rule, good-faith compliance should be rewarded. Cease and desist orders for minor transgressions timely corrected will not encourage future compliance, and will undermine the work of the Commission. On the other hand, failure to diligently enforce sanctions for continued and egregious violations will likewise undermine administration of the District.

Currently, other efforts are underway to amend the zoning by-law in ways that would significantly affect the Historic District. The outcome of such efforts must be fully informed by educating the community about the standards the Commission has adopted to preserve the unique features of the district, while promoting improvement that is compatible with the historic values exemplified in the District.

In closing, the Commission thanks the Board of Selectmen, the Town Administrator and other town departments, the Town Clerk and Building Department especially, for their continued support and assistance.

Peter A. Antonellis, *Chairman*

Members

Robert Bradley

Karen Stello

Tom Rioux

Betty Schneiderhan

Gregory Winston

Alexander Zaykai

# *Report of the* **Historical Commission**

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The Harwich Historical Commission (HHC) was authorized under the State of Massachusetts Historic Preservation Act, Chap 40, Section 8d of MGL to preserve the community's heritage and historic places through planning and implementing programs for the identification, evaluation, and protection of its historic resources. Locally, the Town of Harwich established the Commission in the 1964 ATM and most recently the Board of Selectmen Charge dated March 5, 2001 refined this mission. It includes the need to develop an overall plan, within the context of the Town's Master Plan, and to preserve and protect all Town owned buildings and structures of historical significance.

## **MAJOR ACTIVITIES**

A major action in 2003 was to support the Board of Selectmen's Article for the Preservation of Town Owned Buildings (Article 40, ATM May 2003). This Program, along with recent State Legislation signed by the Governor on Nov 26, 2003 provides for the long term lease of buildings by Qualified Preservation Developers in exchange for a major federal and state Tax Credit on all renovation and preservation investments. The Article provided an option to said Developers to include 1, 2, or 3 of the buildings noted: the South Harwich Meeting House (SHMH); the West Harwich School; and the Harwich Center Recreation Building. A Request for Proposals is being drafted (as of December, 2003). Any Historic Preservation Developer must be approved by Town Meeting, and the Town would retain ownership and receive back the selected renovated buildings at a future date within a variety of potential time periods, depending on the situation.

A parallel and concurrent opportunity for support to the creation of a "Friends of the SHMH" and the retaining of a Preservation Consultant to provide a list of critical actions is on-going. The HHC is also working on the submission of an article(s) for the 2004 ATM in the event that that limited progress occurs on either of the above options. In a related action, the Commission was instrumental in hosting the Nickerson Family Association at the SHMH and their subsequent contribution of \$200. The Board of Selectmen established a separate account for future use of these funds to benefit the building.

Another set of accomplishments is the repair work to the South Harwich Meeting House: Over the last several years HHC has put on a new 40 year shingle roof (with the assistance of the Highway and Maintenance Department and the Barnstable County Sheriff's Department), completed masonry point-



ing work on the existing foundation as an on-going process to stabilize structural deterioration of the building, and most recently installed electrical service to operate a smoke detection and motion security notification system. As noted above, a detailed list of recommended future actions to maintain its status as a listed National Register of Historic Places is being completed. This work will provide a restoration guideline for any of the possible options to restore the SHMH.

## **OTHER ACTIONS**

Implementation of the Demo-Delay By-Law has required 14 major reviews in the last two calendar years, including one building requiring a full Public Hearing conducted under the By-Law prior to demolition; approval of four additional buildings built prior 1900 for Demolition under the By-Law in 2003 (Reports on file with the Building Department); five approvals for partial demolitions with the original building remaining in tact; and four applications on buildings determined to be constructed after 1900 and therefore not under By-Law Jurisdiction. Work on refining the requirements under the By-Law is proceeding. The HHC appreciates the assistance provided by the Building Department.

Coordination with other local groups interested in preserving historic resources is continuing. This has included the Harwich Center Historic District Commission; Harwich Center Initiative Committee; input to Zoning Board of Appeals; and the Harwich Cemetery Commission. The HHC was also represented on the Town's Evaluation Committee for response to the RFP's for the Recreation Building, Harwich Center. No acceptable RFP was received.

Two members have agreed to be on the new Community Preservation Act Evaluation ad hoc Committee. The HHC strongly supports the Town's participation in this program if the analyses supports community benefits. Another action was the submission of an Application to the National Trust for Historic Preservation / Home & Garden TV Program this December 4, 2003. If selected, the role of the Town and its actions toward historic preservation of its owned historic buildings will be explored on National Television.

Other Actions included arrangements for the storage of HHC office furniture and antique items from the SHMH until office space is found; deposition of the HHC's original 1993 Historic Inventory Survey in the Historic Document Room of the Brooks Free Library, providing access by any interested persons; and the submission of all major operating files to the Planning Dept (through the Town Administrator) for safe keeping and public access.



## **ANTICIPATED FUTURE ACTIONS BASED UPON 2003 CONSIDERATIONS**

Determination of lead paint removal, preparation, and painting costs for SHMH, W. Har. School.

Repair and restoration of SHMH nine windows and two doors.

Archeological Survey 10 feet from foundation of SHMH, necessary for any State or Federal funds to restore the foundation and stabilize the floor.

Restoration of SHMH historic 1870's chandelier damaged two years ago.

Review of post 1900 historic areas of town for specific Demolition Delay By-Law Application.

West Harwich School: Continued coordination with involved agencies and support for listing of entire complex (including cemetery and Baptist Church) on National Register of Historic Places. Potential sale of Church is a major concern.

Need for a Town Historic Preservation Plan, as guided by Town Comprehensive Plan. At a minimum a part time preservation planner is required.

Proposal to adjust language and time frame of Demolition Delay By-Law requirements. An evaluation of including the Camp Grounds south of Harwichport will be made, including the formation of a local historic district.

Completion of detailed Survey Inventory (only 250+ done to date out of over 900 structures) known to have been built prior to 1900. Need to look at all structures prior to 1950 as well.

### **MEMBERSHIP:**

Three positions are now vacant. The Commission strongly encourages any Resident who is interested in preserving our Town's heritage to fill out the appointments form in the Selectmen's Office or calling the Chair to learn more.

The Commission would like to recognize the excellent contribution of Harry Ryder over his several years of critical contributions to historic preservation in Harwich. His earlier work on saving the West Harwich School was carried over to the HHC, and his commitment to our actions provided insightful and refined observations to all decisions. It is with regret that we had to accept his resignation due to health.

The Commission also wants to thank Robert Widegren for his contribution to HHC prior to his election to the Board of Selectmen.

Our Board Clerk, Mechelle Goodwin is also recognized for her dedication and effort in keeping the Commission on track.

Respectfully submitted,

David Palmer, *Chair*

[Tel.: 508-430-1961]

Phil Eagan, *Vice Chair*

Robert Marshall

Chris Wood

## *Report of the* **Harwich Youth Counselor**

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To the Honorable Board of Selectmen and the Citizens of the Town of Harwich, I am pleased to submit the Annual Report of the Office of the Youth Counselor for the year 2003 and recognize the community members who support the needs of Harwich Youth and their families.

The mission statement of the Office of the Youth Counselor is to maintain and support a youth counseling and referral service that is universally accessible, visible, confidential, and linked to other support services. The Harwich Youth Counselor maintains a caseload of 18-25 adolescents during 12 months of the year. The office is open during school vacations and summer months in order to meet the emotional wellness needs of Harwich Youth. The Harwich Youth Counselor also offers coaching to parents in the community.

The Harwich Youth Counselor continues to develop and maintain a comprehensive list of mental health and wellness resources for Harwich Youth and their families, which include:

- area mental health counselors, social workers, and psychologists
- parent support groups
- psychiatrists for medication evaluations
- psycho-education classes for teens and parents
- guide to services available through Barnstable County Human Services
- emergency mental health services
- AA, Alanon and Alateen groups
- Reference source materials on adolescent, family, and mental health issues

The Harwich Youth Counselor continues to meet weekly with high school and middle school guidance staff to discuss the mental health needs of teen populations served. Referrals for counseling often come through guidance personnel contact with parents, grandparents, and guardians.

During 2003, the Harwich Youth Counselor and the Harwich Youth Consultation Committee (board members) accomplished the following goals:

- developed a monthly movie night at the community center, to encourage healthy lifestyle alternatives for youth while giving them more access to the Youth Counselor
- offered S.T.E.P (Systematic Training for Effective Parenting) parenting classes to Harwich parents



- laid the groundwork for 2004 events and activities for Harwich Youth including a chili cook-off, karaoke night, and a spring softball game with Harwich Police and Fire personnel
- met with the new Chatham Youth Director to plan 2004 parent information workshops on topics ranging from parent drug education to internet safety

On a personal note, it continues to be an honor and a privilege to work with Harwich teens and their families. The challenges and stress of today's world are greater than ever, and I have been in awe of the personal growth work that kids are engaged in, as well as the encouragement and support from all of you parents who know that you make the biggest difference of all in their lives. Thank you for allowing me to support the teens of Harwich. Their honesty, depth and passion are inspiring to me.

Sheila House, *Harwich Youth Counselor*  
*Master of Science*  
*Licensed Mental Health Counselor*

*Harwich Youth Consultation Committee*  
 Ann Emerson  
 Jeanne Heroux  
 Marge Campanella  
 Jim Hartley  
 Jill Monast  
 Linnea Snow  
 Karyn Morris

# *Report of the* **Forestry Committee**

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Elected the following officers;

Raymond L. Thacher, Chairman

Hugh C. "Tim" Millar, Vice Chairman

Sheldon J. Thayer, Clerk

Scout units, both male and female, visit the Forest for camping and instruction during all seasons of the year. The Forestry Committee wishes to extend its thanks to the Scout Leadership and to the Scouts who continue to maintain an area for camping and diligently remove unwanted debris and material throughout the 140+ acres of the Forest.

The Holmes Forest Public/Police firing range continues to be effectively monitored by the Harwich Police Department. The Forestry Committee thanks those Police Officers and Public Participants for their continued respect for the rules of the Range and for keeping the area safe and free of debris and projectile contaminants.

The Range occupies about one acre and is located in an old sand pit with high bankings on three sides. The target area is at the base of the Northern rim. A flag warning system is in place to notify potential walkers in the forest that the range is in use. There is a flag pole at the entrance to the range on Depot Road and another at the Southern edge of the Range.

The Forestry Committee had the pleasure of observing a pair of flint lock aficionados firing a variety of ancient weapons one morning as we conducted a routine inspection.

Purposely, there is no attempt to maintain groomed walking paths. The Forestry Committee is charged with caring for the Forest in its "natural state". There are, however many natural animal trails to be traversed and enjoyed.

A parking area is available near the Charles D. Holmes commemorative stone off Depot Road, for those who wish to walk in the Forest. We ask that you observe the following;

1. If the Firing Range is in use, a flag will be flying. Avoid proximity to the range.
2. If you take anything in - Bring it back out when you leave!
3. The Forest is not to be entered by ATVs or Dirt Bikes.
4. Above all enjoy yourselves and the surroundings!

The forest is randomly patrolled by the Forestry Committee/Rangers and their faithful "Canine Assistants". We have observed signs and occasionally actual evidence of a healthy wildlife population residing and/or migrating through the Holmes Forest.

Respectfully submitted,

Raymond L. Thacher, *Chairman*



# PUBLIC SAFETY

## *Report of the* **Fire Department**

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2003 will be remembered as a historically significant year of transition in the Harwich Fire Department. Chief of Department Robert A. Peterson retired on December 27 after a remarkable 42 years of service with the Department. Chief Peterson has prepared us well and is leaving a Department that is ready to handle today's emergencies and committed to serving our community.

The Harwich Board of Selectmen voted to appoint Chief Peterson's second in command to assume the position as Chief of Department. This is a truly meaningful appointment as promotion from within reflects a vote of confidence in the entire Fire Department.

Promotion from within provides the opportunity for Fire Department members to move up the ladder of responsibility. It is my honor to promote Captain William Flynn, Jr. to the position of Deputy Fire Chief. The Deputy Chief is the second in command of the Harwich Fire Department and has the authority to act on behalf of the Chief of Department in his absence.

Following a promotional examination process we expect to promote a Fire Captain and a Lieutenant to fill out the vacancies created by the aforementioned promotions of Chief and Deputy Chief. We have the very finest candidates within our staff to fill these line officer positions.

Sandra Howell our Principal Clerk retired on December 31, 2003. Mrs. Howell has been a familiar face greeting visitors and serving our patrons for over seventeen years. Donna Dolan retired after serving as Fire Alarm Operator for fifteen years. We wish them good health and happiness in their retirement.

This year the Harwich Fire Association, Inc. donated a new Technical Rescue Trailer to the Fire Department. This completely enclosed trailer will replace the aging open Army surplus trailer previously used for Technical Rescue Equipment. Lieutenant Daniel Spencer our Technical Rescue Team Leader and team members Fire Fighter Paramedics Robert Sanders, Eric Diamond, Joseph Lang and Lieutenant Donald Parker as well as other depart-

ment members set-up the trailer with shelving and mounting brackets to organize and secure rescue equipment. The Cape Cod Regional Technical High School Graphic Arts Department did an outstanding job of detailing the trailer exterior with stripes, lettering and the Technical Rescue Team logo under the direction of their Instructor Joseph Beck.

The Harwich Fire Department was awarded a grant of nearly fifty thousand dollars this year by the United States Fire Administration. This Fire Fighter Safety Grant was written by our Fire Training Officer, Captain Kent Farrenkopf and will be used for Fire Training Programs.

**The Harwich Fire Department Staff as of December 31, 2003**

Wilfred Remillard, Fire Chief

William Flynn, Jr., Deputy Fire Chief

Henry S. Jessop, Captain of Fire Prevention

Susan Pires, Principal Clerk

**Group One**

Captain (to be announced)  
Lieutenant Donald W. Parker  
Fire Fighter Robert W. Johnson  
Fire Fighter Michael Mason  
Fire Fighter Brenda Norcott  
Fire Fighter Glenn Hawthorne  
Fire Fighter Eric Diamond  
Fire Alarm Operator Margaret Mantos

**Group Three**

Captain Norman M. Clarke, Jr.  
Lieutenant Timothy Jaques  
Fire Fighter Robert Sanders  
Fire Fighter David LeBlanc  
Fire Fighter Bucky Mabile  
Fire Fighter Leighanne Deering  
Fire Fighter Mathew Eldredge  
Fire Alarm Operator Diane Nicholson

**Emergency Operations**

The Harwich Fire Department responded to 3841 calls for service in the year 2003. In 2002 the Department responded to 3558 calls. This represents an eight- percent increase in service over last year and sets a historic high for the Department. Below is a breakdown of calls by the nature of service.

**Group Two**

Captain John Clarke  
Lieutenant Daniel Spencer  
Fire Fighter John C. Ayer  
Fire Fighter Joseph Mayo  
Fire Fighter Bruce Young  
Fire Fighter Craig Thornton  
Fire Fighter Justyne Walorz  
Fire Alarm Operator Alice Bonatt

**Group Four**

Captain Kent Farrenkopf  
Lieutenant Brian Coughlan  
Fire Fighter Leonard Kalbach  
Fire Fighter George Romme  
Fire Fighter Steven Currey  
Fire Fighter Shawn Piche  
Fire Fighter Joseph Lang  
Fire Alarm Operator Iris McNally

**Emergency Medical Service (EMS)**

Medical Emergencies . . . . .	2544
Medical Assistance . . . . .	160
Motor Vehicle Accidents . . . . .	177
<b>Total EMS . . . . .</b>	<b>2881 ( 75% )</b>

Total receipts for Ambulance Billing \$ 876,200.75

**Fire Calls**

Automatic Fire Alarm. . . . .	382
Other Fire Calls. . . . .	305
Smoke/Furnace . . . . .	76
Structure . . . . .	65
Outside . . . . .	40
Vehicle . . . . .	15
<b>Total Fire Calls. . . . .</b>	<b>883 ( 23% )</b>

**Hazardous Materials Incidents (HAZMAT)**

Gas Leak . . . . .	33
Fuel Spill . . . . .	25
Carbon Monoxide . . . . .	14
Chemical or Biological . . . . .	5
<b>Total HAZMAT. . . . .</b>	<b>77 ( 2% )</b>

**Calls by Village**

Harwich Center. . . . .	1160
East Harwich . . . . .	801
Harwich Port. . . . .	543
West Harwich . . . . .	406
Pleasant Lake. . . . .	401
South Harwich. . . . .	182
North Harwich. . . . .	141
<b>Sub Total. . . . .</b>	<b>3634</b>
Mutual Aid . . . . .	207
<b>Total . . . . .</b>	<b>3841</b>

**Fire Prevention**

Captain Henry Jessop is the Officer in Charge of the Departments Fire Prevention Division. Principal Clerks Sandra Howell and Susan Pires assist with Fire Prevention Administration.



The following inspections were completed in 2003:

Resale Inspections . . . . .	442
Fire Alarm Systems . . . . .	82
Alterations or Additions . . . . .	104
Oil Burner . . . . .	97
Commercial License . . . . .	32
Fire Suppression Systems . . . . .	6
LPG Gas Installations . . . . .	18
Fuel Storage Tank Removal. . . . .	37
Other Fire Inspections . . . . .	47
<b>Total Inspections . . . . .</b>	<b>865</b>

Total receipts for Fire Prevention Inspections and Permit Fees \$ 19,205.

**Emergency Medical Service**

For the last two years the Harwich Fire Department, in conjunction with Cape and Islands Emergency Medical Services and Cape Cod Health Care, have participated in an important program aimed at streamlining emergency care and improving outcomes for heart attack victims. This program identifies candidates for emergency angioplasty through the use of a chest pain screening tool and field use of a 12-lead EKG. Once a heart attack victim is identified, communications from the rescue vehicle in the field activates Cape Cod Hospital's cardiac catheterization team. This early activation significantly reduces "door – to – open artery time" thus minimizing damage to the heart. The time reduction between the onset of chest pain and emergency angioplasty affords the heart attack victim the probability of an improved quality of life post heart attack. This Cape-wide program has been featured on Date Line NBC and in articles published in The Journal of Emergency Medical Services and The Journal of American Nursing.

**REACH**

**Reaching Elders with Additional needs through Community Help**

Several years ago, the Harwich Fire Department participated in the Barnstable County Health Needs Assessment Project (CHNAP). The Elder Support Task Force was a product of this participation. This task force, hosted by the Harwich Fire Department, included personnel from the Harwich and Barnstable Councils on Aging, Elder Services of Cape Cod and the Islands, Hospice and Palliative Care of Cape Cod, and Alzheimer's Services of Cape Cod and the Islands. This group developed a pilot program utilizing Hospice and Harwich COA volunteers to assist the Harwich Fire department with deficiencies resulting from changes in today's health care system.

Over the last two years this pilot program, with assistance from Cape Cod Health Care and the Harwich and Orleans Councils on Aging, has expanded to serve other outer-cape communities. We would like to take this time to thank all task force members past and present, as well as our Harwich Council on Aging Staff and REACH volunteers for their patience and understanding. This program has come up against many obstacles along the way, but when utilized, it has had a significant impact on our elder patients and their families during critical times of need.

## **Summary**

It is my honor and privilege to serve the Town of Harwich as your Fire Chief and to present this Annual Report for the Year 2003. I am grateful to the Board of Selectmen for their vote of confidence. When they voted to appoint a Fire Chief from within it was a vote of confidence for the entire Fire Department.

The men and women of the Harwich Fire Department are the very finest examples of what our profession has to offer. They touch the lives of our citizens every day, they do great and meaningful work with caring and compassion, and they do it effectively and efficiently with the support of the entire community.

There are many people in the community to be thanked for their help during this period of transition in the Harwich Fire Department. The entire staff at Town Hall has been especially helpful; the Selectmen and Administrator's Offices, the Town Accountant's and Treasurer's Offices, Department Heads and Elected Officials and their staffs, Committee Members and Volunteers. I am indebted to each and every one of you for your assistance and your kindness. In closing I wish to thank the people of Harwich for your continued support of your Fire Department.

Respectfully Submitted,

Wilfred Remillard  
*Chief of Department*

# Report of the Harwich Police Department

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To the Honorable *Board of Selectmen and Citizens of the Town of Harwich*, as the Chief of Police, I am pleased to submit the Annual Report of the Harwich Police Department for the year 2003 and recognize the personnel who provided professional public safety and law enforcement services to our community.

**PERSONNEL**  
(December 31, 2003)

**ADMINISTRATION**

Chief William A. Mason  
Karen F. Young, Administrative Secretary

**ADMINISTRATIVE DIVISION**

Lieutenant Tom Gagnon  
Sergeant Dennis Kendrick, Investigations  
Sergeant Richard Sayers, Administrative and Community Services  
Detective Lee E. Culver, Court Prosecutor  
Detective Robert C. Brackett  
School Resource Officer Jonathan L. Mitchell, Harwich High School  
School Resource Officer Jeffrey F. Davis, Cape Cod Regional  
Technical High School  
School Resource Officer Kevin M. Considine, Harwich  
Elementary/Middle Schools  
Beverly A. Murphy, Records  
Chris A. Small, Principal Clerk – Firearms Licenses and Records

**OPERATIONS DIVISION**

Lieutenant Barry Mitchell	Sergeant David J. Jacek
Sergeant Christopher J. Kender	Sergeant Richard Campbell
Sergeant John F. Sullivan, Jr.	Officer Craig T. Morris
Officer John E. Warren	Officer William M. Shelley
Officer Robert D. Hadfield	Officer Edward W. Silva
Officer Adam E. Hutton	Officer Robert F. Horgan
Officer Michael E. Porter	Officer Kevin M. Considine
Officer Terrence A. Dinnan	Officer Neil A. Nolan
Officer T. Paul Ulrich	Officer James M. Cheverie
Officer Tracy A. Clarke	Officer Aram V. Goshgarian
Officer Thomas D. Clarke	Officer Edward H. Cronin



Officer Paul B. Boorack  
Officer Marc W. Harris  
Officer Richard E. Buttrick  
Officer Ryan Mawn

Officer Joseph F. LaBelle  
Officer Christopher R. Van Ness  
Officer Derek Dutra

### **COMMUNICATIONS**

Dispatcher Donna I. Tavano  
Dispatcher William D. Willis

Dispatcher Amy L. Clough

### **SPECIAL OFFICER - ANIMAL CONTROL**

John J. Burns (Full-Time)

### **BUILDING MAINTENANCE AND REPAIR**

Michael E. Bryda

### **SPECIAL OFFICERS**

John F. Sullivan, Sr.  
Joseph Gomes (Honorary)  
Keith E. Lincoln  
Chester F. Wright

Robert E. Currie  
David R. Brouillette  
Donald R. Moreland (Armorer)  
Lynda J. Brogden-Burns

### **POLICE MATRONS**

Cheryl Malone  
Karen Shores  
Patricia Scarnici

Sarah P. Pearl  
Sandra J. Wilkins

### **SPECIAL OFFICERS - LONG POND ENFORCEMENT**

Felipe Martinez

Paul H. Judge, Jr.

### **CRIMINAL ACTIVITY REPORTED**

(January 1 through December 31, 2003)

<b>Code</b>	<b>Category</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
001	Homicide	2	0	0	0	0
002	Rape	3	9	4	1	0
003	Robbery	1	1	0	0	0
004	Assault	107	116	96	69	69
005	Burglary	56	72	76	52	50
006	Larceny	203	235	252	207	174
007	Auto Theft	9	10	5	6	6
008	Arson	1	1	0	1	0
<b>Total:</b>					<b>336</b>	<b>299</b>

<b>TAKEN INTO CUSTODY</b>		<b>2002</b>	<b>2003</b>
Part I Offenses (Code 001-009)		75	91
Warrants		50	77
Operating Under the Influence		63	60
Other Offenses		133	205
Protective Custody		26	17
Incapacitated Persons		10	19
	<b>Total</b>	<b>357</b>	<b>469</b>
Restraining Orders	<b>Total</b>	<b>81</b>	<b>77</b>
<b>Total Calls for Service</b>			<b>19,484</b>

As Chief, I have been privileged to work with an excellent staff that takes pride in their service to the community of Harwich. I would like to take this opportunity to recognize and thank Lieutenant Tom Gagnon, Records Specialist Beverly Murphy, Special Officer/Dispatcher Donna Tavano, and Detective Robert Brackett for their assistance and contributions to this Annual Report.

I continue to have the pleasure of meeting and working with several citizen groups, civic organizations, churches, and other Town departments. Their support and assistance has been invaluable in helping me understand the needs of the community and developing priorities to meet expectations in a cooperative manner.

### Personnel

The staff of the Police department remained relatively stable throughout 2003 with no retirements occurring. At the beginning of the year, Officers Derek Dutra and Ryan Maun were hired to fill two vacancies from 2002. Both of these officers attended the Massachusetts Criminal Justice Training Council 24 week Basic Recruit Training Academy after which they completed the ten week field training instruction program under the direction of Sergeant Chris Kender. After completing this extensive training process, Officers Dutra and Maun were assigned to patrol to fill the important responsibilities of addressing citizen’s calls for service, traffic enforcement, and crime suppression.

### Criminal Investigations Unit

The Criminal Investigations Unit of the Harwich Police Department is comprised of three highly dedicated members who investigate a wide variety of criminal complaints. Under the supervision and active participation of Sergeant Dennis Kendrick, Detective/Court Prosecutor Lee Culver and Detective Robert Brackett are responsible for the follow-up investigation of

major crimes as well as the identification and intervention into other criminal activities. Much of the success of this unit is credited to its professional reputation and ability to develop solid working relationships with other law enforcement agencies.

Of particular concern is the clear increase in severity of illegal drug activity in the Town of Harwich indicated by the number of major arrests made in this area over this past year. This is due in large part to the partnership formed between the Harwich Police Detective Division and the Massachusetts State Police Drug Task Force developed to address these issues. Narcotics traffickers seldom limit their sales to or live in one town. Narcotics Enforcement on Cape Cod is best dealt with on a regional basis as opposed to town by town. This theory was proven over the past year when the Harwich Police and Cape Cod Task Force broke up three large narcotics trafficking organizations that were responsible for supplying large amounts of narcotics to Cape Cod.

In February of this past year in a joint investigation with U.S. Customs, the Harwich Police, and the Cape Cod Task Force intercepted a package from the U.S. Virgin Islands. This package was destined for Provincetown and contained a large quantity of crystal methamphetamine, cocaine, ketamine, and ecstasy. Two Provincetown men were subsequently arrested and charged in this investigation. This case represented the largest methamphetamine seizure on the Cape in over twenty years.

In May the Harwich Police and the Cape Cod Task Force arrested three Boston area men after a lengthy undercover investigation. These men were responsible for distributing large amounts of cocaine throughout the mid-cape area. This group was highly organized and upon the execution of a search warrant at a condominium in Hyannis a large quantity of cocaine and cash was seized.

Cape Cod has seen a dramatic increase of cocaine being brought here from New York City. In July a West Harwich man was arrested after an investigation by the Harwich Police and the Cape Cod Task Force resulted in a motor vehicle stop of a rental vehicle returning from New York City. As a result of a search of this motor vehicle over 600 grams of cocaine was seized as well as several thousand dollars in cash. This represents one of the largest drug seizures in the history of the Town of Harwich.

The Harwich Police Department will continue to maintain a strong working relationship with the State Police Drug Task Force and take a pro-active approach to narcotics enforcement in the Town of Harwich in addition to professional investigation of other criminal acts.



## Elder Affairs

The Harwich Police Department continues to identify and address the specific concerns of its senior population with its very active TRIAD's S.A.L.T. (Seniors and Law-enforcement Together) Council and efforts with the Harwich Council on Aging. Special Officer Donna Tavano, who is the Department's elder affairs liaison, has continued her writing of a "Blue Light Special" article regarding senior public safety concerns to the Council on Aging's monthly newsletter *Hi Tidings*.

The TRIAD program continues with much progress in house numbering, the cell phone exchange program (with 57 phones on loan), safety education, and dispensing the Files of Life. Thanks to the generosity of several Harwich residents who donated their time, talents, and hand-crafted goods, TRIAD held a raffle which netted \$500 to assist in the purchase of house numbers, emergency 911 beacons, personal alarms, and other safety items.

With the Department's reorganization in 2002, Sergeant Richard "Tiny" Sayers is developing and reactivating crime prevention efforts of the Department after a ten year hiatus. He works closely with Officer Ted Cronin and Special Officer Tavano in addressing elder victimization concerns. In 2003, these three Department members completed the Developing Elder's Choices in Defensive Education (DECIDE) course which certified them as instructors. Their first workshop with Harwich residents was scheduled for January, 2004. As a team, Sergeant Sayers, Officer Cronin, and Special Officer Tavano, in addition to their regular shift assignments and responsibilities, work with TRIAD to implement programs specifically designed for senior safety.

In 2003, the Department handled 98 cases (a 38% increase compared to the 71 cases addressed in 2002) regarding elder affair issues including Alzheimer patients, domestic incidents, fraud, elders at risk, dementia, and impairment of safe motor vehicle operation. Office space and computer support is being developed for Special Officer Tavano to better serve the needs of our senior citizens. Over this year, there has been a significant increase in victimization of the elderly predominately in the areas of identity theft, misrepresented charitable contribution solicitations and construction (home repairs and improvements) fraud. The Harwich Police Department has made arrests for identity theft and construction fraud. In addition, several organizations contacting citizens in Harwich that misrepresented the purpose of their charitable solicitations have been reported to the Public Charities Division of the State Attorney General's Office for investigation. All citizens are cautioned to protect their personal financial information, verify the validity of any charitable fund requesting donations, especially those alleging to support local police functions, and verify the stability of potential contractors. The Harwich Police

Department and Council on Aging can provide information to help protect against these deceptive and criminal acts.

The Department is still actively pursuing the development and implementation of a citizen police volunteer program utilizing qualified community participants to assist its staff as receptionists and other appropriate clerical positions. Efforts had to be delayed pending completion of repairs and renovations to the existing police facility. This program has proven valuable and effective with the Barnstable and Yarmouth Police Departments and is an excellent means of having community participation with our Department which opens another form for public communication, understanding, and problem resolution.

The volunteer members of the S.A.L.T. Council have been instrumental in the success of these programs. These dedicated residents, working in tandem with the Harwich Police Department, have already made Harwich a safer community in which to live and will continue to do so in the years to come.

### **Citizen's Police Academy**

The Harwich Police Department was pleased to report the graduation of the Ninth Session of the Citizen Police Academy on Thursday, November 20, 2003. The class participants were instructed on subjects such as criminal law, domestic violence, drug and narcotics enforcement, O.U.I. investigations, gangs, crime scene processing, accident investigation, use of force, police administration, and probation. The course also included a ride-along in a cruiser and a firearms day. The ten week Academy met each Thursday evening with many of the classes involving "hands-on" experience in lifting fingerprints, photographing and collecting evidence, completing an accident investigation, and a firearms course. The graduates were:

Lincoln D. Lynch	Linnea N. Snow	Ronald D. Eaton
Gloria J. Swords	Rose Willett	William F. O'Brien
Judith A. O'Brien	John D. Perris	Walter E. McLean
Vincent P. McQueeney	James E. Devoe	Lois P. Daly
Patricia Scarnici	Larry Scarnici	

The purpose of the Academy is to provide citizens with an understanding of the duties, responsibilities, and procedures related to the law enforcement profession. Under the direction of Sergeant David Jacek, the Citizen Police Academy has been significantly revised and improved over the last few years to include more interactive presentations which provide a better learning experience for the participants.

The next session of the Academy is scheduled to start in September, 2004. Interested citizens are encouraged to contact Sergeant Jacek for further details and an application package.



## **Alternative Funding Sources**

The Harwich Police Department continued its aggressive pursuit for alternative funding sources to supplement public safety operations. Available grant opportunities during 2003 decreased dramatically. The promised Homeland Security Grants for 2003 have not been released at the time of this report. Federal Block Grants remain unavailable to a department our size with our activity. The Department did not apply for the FY 2004 COPS in School grant as last years award was not approved for utilization and had to be returned.

The Department was successful in obtaining the FY 2004 Community Policing Grant in the amount of \$32,000 and \$9,500 under the Click it or Ticket Campaign from the Governors Highway Safety Bureau. The funds from the grant allow for overtime patrols for traffic safety enforcement including seat belt usage and Operating Under the Influence of Liquor. In addition the Harwich Police Department will be able to obtain \$3,000 worth of traffic safety / enforcement equipment from this grant.

As clearly evident this year, the Department must be cautious not to become dependent upon grant funds to provide basic and expected levels of public safety services. With the fluctuation in the general economy and financial issues facing government at all levels, grant funding is an unpredictable resource that must be judiciously applied in the best interest of the Town and Department.

## **Department Operational Procedures Manual**

Over the past three years, the existing Department Policy and Procedures Manual have been under review. Several changes and requirements have occurred since their last revision in 1992. In 2003, each member of the Department was issued a new manual. The development of the *Harwich Police Department Operational Procedures* was a complex and time consuming process. Several members of this Department specifically contributed their talents and expertise in the formation of its contents; however, input was received and included from virtually every employee. These efforts are recognized, appreciated, and form the foundation of this document as being unique to our Department rather than a one of a generic approach. In addition to all the contributors, I would like to acknowledge Officer Jim Cheverie for the graphics that appear on the cover and back strap of the Manual binder and the Graphic Arts Department at the Cape Cod Regional Technical High School for printing the contents and dividers. Due to the ever changing demands and legal mandates of the law enforcement profession, the *Operational Procedures* are and will continue to be a "work in progress" necessitating additions, modifications, and deletions as the expectations and needs of delivering quality services to the community we serve evolves.



## **Condition of the Existing Police Building**

During a 2002 inspection of building conditions by the Town and County Health Departments, lead contamination was found in the old indoor range which was utilized as the Department's weight room and weapons armory. Indoor range utilization had been discontinued in the early 1980's after which the space was converted to its present usage. Inspectors from the Commonwealth took samples and have informed the Department that significant lead contamination exists which necessitates corrective action for the health and safety of employees and citizens utilizing the facility. A written report from the inspectors was received on December 19, 2002 which outlined steps that need to be taken regarding lead and air handling concerns. The lower level of the building, including the briefing room, report writing, men's locker room, weight room, and weapons armory had to be closed. Prisoner booking and detention was moved to the Brewster Police Department, with other displaced functions relocated to the main level of the building or the Harwich Fire Department. Testing was completed and contractors were hired in 2003 to bring this issue to a successful conclusion. With the support of the Board of Selectmen and much appreciated assistance of Assistant Town Administrator Rene Read, Health Director Paula Champagne, staff of the Department of Building and Maintenance, Fire Chief Bob Peterson and his staff, Lieutenant Tom Gagnon, and employees of the Police Department, a coordinated and well planned effort to address lead abatement was successfully implemented which mitigated and rectified this issue.

Lower level furnishings, storage cabinets, and room partitions were removed and disposed of due to contamination; therefore, much of the lower level is still not utilized until further repairs are made. Booking and detention of prisoners has been returned to the Police Department. Temporary modifications have been made to accommodate operations as best possible under the existing circumstances including: converting the upstairs conference room into the men's locker room, roll call briefing and report writing are combined into a small upstairs space, the interview room is now office space for the school resource officers, the Chief's secretary has been moved to the records area, and the administrative reception area is now used for interviews. The Fire Department has supported the Police Department throughout these transitions and currently allows their training or conference rooms to be utilized for various meetings and training.

At the 2003 Annual Town Meeting, an Article was passed to fund necessary repairs to the building. Combined with remaining funds from a similar Article passed in 2002, the heating, ventilation, and air conditioning (HVAC) system is the next major repair that is in the process of being completed. No other restorations of the building can be started until the HVAC system has

been completed. Again, Assistant Town Administrator Rene Read along with Town Engineer Joseph Borgesi, Town Surveyor Paul Sweetser, and Lieutenant Tom Gagnon have been instrumental in this project. Upon completion of the HVAC system, scheduled for April, 2004, walls will be built and furnishings replaced utilizing remaining funds from the existing articles.

**Harwich Police Headquarters Preliminary Building Committee**

The existing Harwich Police Department facility no longer serves the needs of our community. Effective in July, 2003, The Board of Selectmen appointed the Harwich Police Headquarters Preliminary Building Committee charged with the responsibility to "define and develop design requirements for a new and/or renovated facility with a minimum expected lifetime of 40 years." The Committee is comprised of the following eight members:

Raymond Jefferson, <i>Chair</i>	Franco Previd	Debra DeCosta
Ursula Corbet	Geoff Wiegman	Norman Clarke
Richard Hoyer	John J. Brooks, Jr.	

At the time of the last addition (1978), the Police Department had a total of personnel (21 sworn officers, 10 year-round special officers, 17 seasonal special officers, and 6 civilian staff). The population of Harwich was 6,200 with an average of 18,600 May through October and the total number of calls received by the Department was 11,314. Currently, staffing consists of 38 full-time sworn officers, seven part-time year round special officers, and 8 civilian staff, the population of the Town is 13,400 year-round with an estimated average of 41,700 May through October, and the total number of calls received by the Department annually has grown to 19,484.

As this expansion of personnel and responsibilities occurred throughout the years, interior building space originally intended for a specific purpose (storage or meeting space) was transformed in an unorganized and piecemeal fashion to accommodate the functional day-to-day needs of the Department, resulting in an operational environment that is significantly cramped, lacks space to serve the existing needs of the Department, has poor organizational flow, substandard construction, and offers no opportunity for growth. Much of the current building interior, which was never professionally designed as a police facility, is used for unintended purposes, resulting in an uncomfortable workplace, inappropriate environment for the storage of evidence and most importantly, does not contribute, but rather, impedes efficient communications and workflow. The existing facility has the reputation of being the worst public facility in the Town, especially in comparison to the modern Fire Department adjacent to it.



The Committee has worked closely with Town and Police Department staff to develop a request for proposal (RFP) regarding this responsibility. The police building repair Article passed at the 2003 Annual Town Meeting included \$30,000 to engage an architectural/design consultant to perform a study and provide preliminary drawings related to renovating or replacing the existing building. It is anticipated that the final preliminary study report and conceptual drawings will be completed by March, 2004.

The members of the Harwich Police Headquarters Preliminary Building Committee have worked very diligently in fulfilling their responsibility. Several meetings as well as field trips to other police facilities have been completed thus far. I would like to commend their dedication, express my gratitude for their efforts, and look forward to working with them throughout the completion of this project.

I am pleased to provide the citizens of Harwich with my fourth Annual Report of the Police Department. This report highlights some of the major accomplishments and events over this year; however, it does not reflect all of the successes and services provided consistently by every member of this organization. It is the consistent delivery of quality services to this community and the positive partnership with the citizens of this Town that continues to be the Department's most important attribute.

In conclusion, I would like to gratefully acknowledge the support and assistance given to me by the staff of this Department. In addition, a special thanks to the Board of Selectmen, Finance Committee, Capital Outlay Committee, Wayne Melville, and his staff for their willingness to assist me over this past year. Once again, special thanks goes to Karen Young, my Administrative Secretary, for her perseverance in meeting endless deadlines, developing reports, attention to details, directing calls, budget maintenance, and flexibility in coping with the necessary space reallocation created by interim repairs to the police building. If you have any questions or need additional information, please feel free to contact me at your earliest convenience.

Respectfully submitted,

William A. Mason  
*Chief of Police*



# *Report of the* **Police Headquarters Preliminary Planning Committee**

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## **Terms Indefinite**

John Brooks, Jr

Norman Clarke, *co-chair*

Ursula Corbett

Debra DeCosta

Richard Hoyer

G. Raymond Jefferson, *chair*

Franco Previd

Geoff Wiegman

The Committee was given its charge from the Board of Selectman in June of this year and held its 1st meeting July 17, 2003. It has toured several new Police facilities in the area and hopes to issue by years end a Request For Proposal (RFP) to select a Architect for a Feasibility Study for a new and/or renovated Police complex.

# *Report of the* **Animal Control Officer**

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To the Honorable Board of Selectmen and the Citizens of Harwich, I hereby submit the annual report of the Animal Control Officer.

During the year 2003 there were 1,227 calls for service. There were 471 dog related calls, 55 cat related calls, 109 wildlife related calls, 58 livestock related calls and 34 animal bite calls. Many of these calls required follow up visits.

There were four cases of cruelty to animals investigated during the year. Two involved the execution of search warrants to remove animals that had been willfully abandoned. Three of the cases were prosecuted in court with the fourth still under investigation

In July, Animal Control sponsored the third annual rabies and microchip clinic with the Animal Rescue League of Boston. The clinic was held at the Harwich Community Center and provided low cost rabies shots and low cost microchipping. This does not replace the need for a collar and current license. Dogs are required to be licensed annually starting on January 1st. The licenses are available at the Town Clerk's office at Town Hall.

Barking dogs continue to be the most common "quality of life" complaint. All pet owners should understand the needs and characteristics of their particular pet. The owners of a dog that allow it to bark or run loose can affect the quality of life for a whole neighborhood.

If you suspect animal cruelty or have any animals concerns please call Animal Control at 508-430-7541 or E-mail me at [burns@harwichpolice.com](mailto:burns@harwichpolice.com)

Respectfully submitted,

John J. Burns,  
*Animal Control Officer*

# *Report of the* **Animal Inspector**

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To the Honorable Board of Selectman and the Citizens of Harwich, I hereby submit the annual report of the Animal Inspector.

During the year 2003 there were 58 livestock related calls. These were, for the most part, inspections to determine animal health and living conditions. There were no significant problems found.

There were 34 cases investigated of an animal biting or scratching a person. This is a reduction from last year. One case that was brought before the Board of Selectman was for two dogs biting a man. These dogs were ordered euthanized. Please be aware that all dogs are capable of biting and should be under the owner's direct control at all times.

Cape Cod continues to be rabies free. State law requires all dogs and cats over 6 months of age to have a current rabies inoculation. A dog or cat that receives a wound of an unknown origin and does not have a current rabies inoculation must be quarantined for 6 months or euthanized.

Please let wildlife be wild and take every precaution to care for and protect your pets. If you have any animal related concerns please call me at 508-430-7541 or E-mail me at [burns@harwichpolice.com](mailto:burns@harwichpolice.com).

Respectfully submitted

John J. Burns  
*Animal Inspector*



## *Report of the* **Public Safety Advisory Committee**

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On January 13, 2003 the Public Safety Advisory Committee completed their evaluation of the Police and Fire Departments services. In particular the committee reviewed the Public Safety Study Report of April 2002 prepared by the MMA Consulting Group, Inc. We developed a more in-depth evaluation of their recommendations and provided comprehensive economic and quality of service evaluations of our recommendations.

The Committee presented the 53-page document at a special meeting with the Board of Selectmen January 16th, 2003. After much debate the Board of Selectmen decided that they had a few areas they wanted the Committee to go into more detail. They presented the Committee with 22 questions in early February for us to clarify and include with the original report. They also encouraged us to explore site options for a firing range, cost to build and maintain a range and the possibility of surrounding communities participating at a range in Harwich.

The Committee compiled answers to the Selectmen questions and delivered an additional 103-page document (10/26/03) to be included with our final report. We are at this time (1/3/03) awaiting for the Selectmen to accept our report and continue the process of implementing the recommendations. At the May 2003 town meeting phase I of the computer needs \$215,000 were voted and passed at the ballot. Repairs and study of a new police facility for \$140,000 were also voted on and passed at this same ballot.

The Committee also reviewed three sites for a potential firing range and has identified one of the three as a prospective spot. We are awaiting the town engineer's draft site plan so we may see if indeed this is the paramount spot. We have viewed possible equipment that would be needed for the range and are working with Officer Jon Mitchell on what is needed and cost estimates.

The Committee has taken a break from meetings since submitting our report and awaiting the range plans and Selectmen reaction to our added information, but hopes to be back in action soon.

Respectfully submitted,

Debra L. DeCosta, *Madam Chairman*

Raymond Jefferson, *Vice Chairman*

Barry Worth, *Clerk*

Alfred Hurst

Charles Kenney

David Marsland

Barry Hemeon

# Report of the Building Commissioner

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I hereby present my report of activity for the Building Department for the year ending December 31, 2003

A Total of \$141,019.00 was collected by this Department for various fees throughout the year and paid to the Town Treasurer.

The following lists the total number of permits issued in the past three years.

	2001	2002	2003
Building Permits	677	709	825
Demolition Permits	16	20	15
Sign Permits	32	37	34
Certificate of Inspections	94	79	86
Harwich Historical Commission	1	-	3
Rental Density Permits	1	2	3
Harwich Historic District	1	1	-
Certificate of Occupancy	-	-	1

The following table lists the numbers of permits and estimated values for various types of construction: The year 2003 was the largest total of permits (825) ever issued by this department.

63	DWELLINGS	\$	15,590,000.
1	GREENHOUSE	\$	3,000.
9	COMMERCIAL BLDGS	\$	2,007,000.
16	POOLS	\$	422,100.
1	BANK	\$	650,000.
1	FESTIVAL PERMIT	\$	N/A
162	ADDITIONS (R)	\$	9,191,050.
24	TENTS	\$	N/A
336	ALTERATIONS (R)	\$	6,191,870.
	(151 of these alteration permits were <b>EXPRESS PERMITS</b> )		
2	HANDICAP RAMP	\$	4,500.
60	DECKS	\$	368,200.
5	STAIRS	\$	18,900.
83	SHEDS	\$	181,050.
6	CHIMNEYS	\$	46,300.
22	GARAGES	\$	822,200.
4	CELL TOWERS	\$	143,000.

4	STOVES	\$	4,400.
1	GENERATOR	\$	8,000.
12	FOUNDATIONS	\$	225,400.
1	WIND TOWER	\$	15,000.
1	MULTI- FAMILY	\$	2,100,000.
2	GAZEBO	\$	4,900.
6	BARNS	\$	181,000.
3	MOVE BULDING	\$	N/A

I wish to give my thanks to the various Town Departments for their shared alliance and support. The suggestions of the Town Administrator, Assistant Town Administrator, Planning, Engineering, Water, Fire and Health Departments have been fundamental to this office. Special thanks to Carol Mason, Donna Vctorino and to Building Inspector Paul Murphy.

Paul J. Corcoran  
*Building Commissioner*

## *Report of the* **Gas Inspector**

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I hereby submit my report as Gas Inspector for the Town of Harwich for the year ending December 31, 2003.

Permits Issued . . . . .	608
Inspections made. . . . .	627
Amount of fees collected . . . . .	\$22,409.00

Office hours are 8:00 a.m. to 9:00 A.M. Monday thru Friday.

Manley Boyce  
*Gas Inspector*



*Report of the*  
**Electrical Inspector**

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I hereby submit my report as Electrical Inspector for the Town of Harwich for the year ending December 31, 2003

Permits Issued . . . . .	719
Inspections made. . . . .	946
Amount of fees collected . . . . .	\$36,514.00

Office hours are 8:00 AM to 9:00 AM Monday thru Friday.

Thomas Whelan  
*Electrical Inspector*

*Report of the*  
**Plumbing Inspector**

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I hereby submit my report as Plumbing Inspector for the Town of Harwich for the year ending December 31, 2003

Permits Issued . . . . .	530
Inspections . . . . .	540
Amount of fees collected . . . . .	\$35,359.00

Office hours are 8:00 a.m. to 9:00 a.m. Monday thru Friday

Manley Boyce  
*Plumbing Inspector*

# *Report of the* **Cape Cod Commission**

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The Commission is the Barnstable County land use planning and regulatory agency, and, as such, is charged with: (1) reviewing Developments of Regional Impact, i.e., projects of sufficient scale and scope to cross at least one of several CCC thresholds, (2) recommending Districts of Critical Planning Concern, such as the Six Ponds DCPC in Harwich, and (3) preparing and overseeing the implementation of the Regional Policy Plan, the set of planning policies and objectives that guide development on Cape Cod.

The Commission also provides regional services and coordinates projects and activities that affect all of Barnstable County. Activities involve promotion of affordable housing, demographic and economic data analysis, economic development programs, geographic mapping, historic preservation, marine and coastal resource protection, preservation of open space and natural resources, transportation planning, solid and hazardous waste management and water quality and water supply protection.

Representation on the Commission provides the town with opportunities to participate in setting regional policy and advocate for the Town's interests in land use.

In FY2003, the Commission provided direct technical services to Harwich as follows:

Approved with conditions the DRI applications for Shaw's Supermarket and the Sprint PCS/Town of Harwich cell tower in East Harwich. \* Continued to review DRIs for Cape Cod Healthcare/Long Pond Medical Facility, W.J.G. Realty Trust/Stop & Shop, Sprint PCS/Harwich Port Golf Course cell tower, and the now-withdrawn Mary C. Evans Realty Trust project proposal. \* Commented on Environmental Notification Form filed with the Massachusetts Environmental Policy Act office for offshore wind power proposals on Davis Bank and Nantucket Shoals. \* Completed development of Pine Oaks Village III project using HOME Program funds. \* Furnished a custom map of the "ocean sanctuary". \* Produced maps of the Pleasant Bay water-quality monitoring stations, updated maps for the Pleasant Bay Management Plan, and processed water-use data for the coastal embayments project. \* Supported the Town's pursuit of a Massachusetts Self Help grant for the Krumin property. \* Worked with the Massachusetts Department of Environmental Management to identify sources of funds for the reconstruction of portions of the Cape Cod Rail Trail. \* Performed traffic counts on selected roadways and intersections, including portions of Routes 28, 39, 124, and 137. \* Assisted with several

household hazardous waste collections at the Harwich Recycling Center. \* Continued to support the Long Pond Management Plan effort. \* Completed a report on the water quality of Herring River. \* Coordinated pond and lake stewardship programs with the Long Pond Watershed Association, Skinequit Pond stewards, and the Harwich Water Quality Task Force. \* Assisted the Long Pond Watershed Association with implementation of in-pond alum treatment. \* Coordinated water quality "snapshots" of Andrews, Aunt Edies, Bucks, Cornelius, Flax, Grass, Hawksnest, Hinckleys, Josephs, Robbins, Sand, Skinequit, and Walkers pond. \* Supported the Pleasant Bay Alliance's project on the management of shoreline structures.

Lawrence P. Cole  
*Cape Cod Commissioner for Harwich*



# *Report of the* **Department of Emergency Management**

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To the Honorable Board of Selectmen and Citizens of Harwich, it is my continued honor to submit this annual report for the Department of Emergency Management. Our Agency's goal continues to be prepared to provide the best level of service possible to the citizens of Harwich during times of need. For this agency to successfully achieve our goal, we must involve the citizens of Harwich. It is our hope that during the Spring of 2004 we can reach out to our citizens and obtain volunteers to assist in times of need.

In order to provide our citizens with a high level of service, several members of the community and police department have been assigned areas of responsibility. Sgt. Richard Sayers is in charge of Shelter Management, Special Officer Robert Currie is in charge of Fleet Preparedness and Operation, Mr. James Levitt is in charge of our RACES (Radio Amateur Civil Emergency Services) communications. Detective Lee Culver remains our Deputy Director and will command these individuals.

Our fleet of vehicles continue to age but all vehicles are in working order and available in times of need. All needed repairs were completed this year thanks to our Fleet Manager with assistance from our Finance Committee. We wish to thank the Finance Committee and Town Administrator Wayne Melville for recognizing the importance of keeping our vehicles in the best possible condition.

A major undertaking has taken place this year. We were mandated to update our Comprehensive Emergency Management Plan. This is nearly complete thanks to the dedication of Deputy Director Culver with assistance from nearly all town department heads. This task involves many hours of information gathering and coordination. We thank all those involved.

Our Emergency Operations Center is now functional. Thanks to Mr. Levitt and funds obtained from our All Hazard Emergency Planning Grant, two new radios have been purchased and installed. This will assure our continued communication with the Massachusetts Emergency Management Agency during any crisis.

We continue to be involved with our Local Emergency Planning Committee. This committee coordinates planning on a regional basis. Grants obtained by this organization will directly effect equipment available to the citizens of Harwich.

We wish to thank Town Administrator Wayne Melville, the Board of Selectmen, Police Chief William Mason, the Residents of Harwich, and the Massachusetts Emergency Management Agency for their continued support. A special thank you to Fire Chief Robert Peterson for the many years of support he has given this agency. We wish him all the best in his retirement. We look forward to working with Fire Chief Will Remillard as we continue to provide the best possible service to our town.

Respectfully,

Lt. Thomas Gagnon  
*Director, Emergency Management Agency*

# *Report of the* **Traffic Safety Committee**

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Last year, in 2002, we of the Traffic Safety Committee started a new beginning with our Annual Report, with you, the Board of Selectmen, on October 7. Our members include ourselves as Chair and Co-chair, Secretary Oliver Pelton, Paul McAllister, George Dinsmore, Bill Reuss, Gerry Beltis, Sgt. Richard Sayers (Police liaison concerning traffic). We are a very good, close-knit group, who work very well together. We almost never have an absentee, except for the Selectmen liaison. We work on many issues and trouble spots, as they arise. We study every issue and come to agreement on the solving. This means we attend many other hearings and meetings related to traffic. We don't win 'em all!

Over the last five or six years, we've studied other Cape towns' school-zone areas, realizing Harwich definitely was "behind the times" in not protecting our school zones. We had no funds but submitted an article on the Annual Warrant. It was deleted. We convinced the Highway Department to advance this necessary project right now. Assistant Supt. Jim Cook submitted this report on Chapter 90. The signals are installed, wired, and ready for programming as soon as possible.

Secretary Oliver Pelton urged us all to pursue the sidewalk project for Pine Oaks Three to a crossing (near the high school) to the Community Center. This is now in the works, also Chapter 90.

Members Paul McAllister and Gerry Beltis introduced an important project -- "Please Call Police" banners to be used in vehicles when elderly, handicapped, and disabled people were in trouble on the road and needed help or rescue. We started a fund drive, raised money, purchased such re-usable banners to be kept in people's cars for travel emergencies. We presented these banners to the "Council on Aging" to be distributed to Harwich residents.

We worked with Stop & Shop in the expansion planning stages, in reference to a Mobil Station traffic light, sight-line clearing and moving of poles, and the Queen Anne and Route 39 proposed "round-about." The work is, at present, temporarily on hold. This project is a must.

The Board of Selectmen turned over the "street-lighting policy" to us, the Traffic Safety Committee. After several requests at installations, this program has been put on moratorium.

Our Committee held a hearing with the Harwich Center Initiative, heard their proposals, voted to endorse their grant request to the State for their projects for the center of Town.



Our Committee for several years has been working with Parallel Street neighborhood people to slow down speeders and make the area safer for them and the school children who use this street to get to the library. We worked with the Highway Department to change the configuration of foot travel, etc. There even was a proposal to close off Parallel Street near Brooks Academy. Speed limit on Sisson, approaching this intersection, is 20 M.P.H.

We've been approached and involved with the meetings, hearings, and plans for the Harwich Little League development of playing fields behind the Community Center. We gave our endorsement subject to traffic in the area.

Our Committee works with the Bikeways Committee on several projects--in reference to installation of gates at roadways, bikers' routes from trails to the beaches, bicycle rodeo, and safe pedestrian crossings on the trails.

We endorse and encourage the Police Chief in his effort to raise parking fines through the State.

We've had numerous complaints concerning dangerous intersections in Town. One of these is Old Main Street and Queen Anne Road (in North Harwich). So far, warning signs have been added, but a stop sign is needed on Old Main Street. We listen to a lot of complaints--another being speeding in Harwich Port; parking violations on Sea Street and on Sisson Road and sidewalk; parking in fire lanes or handicapped parking areas.

Our Committee spent several years with Tedeschi Realty in their building of a new Star Market--related to traffic safety and their plans. We advised about entries, traffic lights, parking, sidewalks, curbcuts, traffic flow patterns, etc. When a second entry and roadway showed up in the plans, we were definitely against this, along with the Fire Chief and the Cape Cod Commission. The roadway was built, with gates as an emergency route. The "sight line" from the north, around a curve, is expected to cause accidents. The gate was locked, as planned, until the Board of Selectmen ordered the Police Chief to open it. The Cape Cod Commission ordered three traffic studies there during the summer. To our knowledge, this did not happen. There are numerous "short-cuts" that drivers are making which are dangerous. A traffic light (already wired) is needed.

The biggest complaint of all is never-ending traffic tie-ups at the intersection of Route 124 and Queen Anne Road. Everyone concerned, including the Police, say a full, timed traffic light is needed there and to get rid of the right-hand "cheating" lane.

Our Committee owes a debt of gratitude to the police, especially Sgt. Richard Sayers, for all this department does for us in helping with our duties. It keeps us from always "spinning our wheels." Thank you to all concerned.

Barbara L. Yamamoto, *Chair*  
Robert E. Cybulski, *Co-chair*

# ENVIRONMENT & PUBLIC WORKS

## *Report of the* **Harwich Cemetery Department**

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The Harwich Cemetery Commission is pleased to report that progress continues toward the completion of a database of burial data for Evergreen, Island Pond, and Mount Pleasant cemeteries. All available burial data for Island Pond Cemetery has been entered into the database, and weather permitting, burial data will be verified on site at Island Pond. Compilation of burial data for the Mount Pleasant database nears completion, and will also require that burial data be verified on site at Mount Pleasant. The same process will be undertaken for Evergreen Cemetery.

By the end of 2004, it is expected that Evergreen Cemetery will be the only Harwich Cemetery with full burial sites available. Island Pond and Evergreen cemeteries both have numerous cremation sites available. Eventually, the development of additional full burial sites will need to be considered on the seven acres of land owned by the Town of Harwich, adjacent to Evergreen Cemetery.

There were a total of 71 burials in the Town of Harwich in 2003, (37 cremation burials and 34 full burials): 9 in Evergreen Cemetery, 41 in Island Pond Cemetery, 2 in Kelley Cemetery, 17 in Mount Pleasant Cemetery, and 2 in South Harwich Cemetery.

The Harwich Cemetery Department is located at 273 Queen Anne Road, in the Highway & Maintenance Building. The office phone number is 508-430-7549.

Respectfully submitted,

Forrest Eaton Sr., *Chair*  
Roger Hamel  
Olga Forrest



# *Report of the* **Engineering Department**

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The Engineering Department continued to work on a wide variety of projects in 2003. The Department typically performs work for all stages of project development including design, permitting, cost estimation, bidding and construction management, as well as professional land surveying services for all Town projects.

A field survey was performed and plans and specifications were prepared for Pleasant Street, Allen Street, Mark Lane and Moss Hill Road water main extension for the Water Department.

Plans and specifications were developed for the repair and extension of the Herring Run in North Harwich for the Natural Resource Department. The project was bid and the work began in December of 2003 and scheduled for completion by April 1, 2004.

Plans and specifications were developed for the repair of the existing timber bulkhead at Allens Harbor. The project was bid and the work began in September of 2003 with completion scheduled for April of 2004.

The septic system for the new Chamber of Commerce Building at Schoolhouse Parking Lot in Harwichport was installed and inspected and approved by the Department.

Existing floor plans were developed for the Police Station and plans and specifications were developed for a new Ventilating and Air Conditioning System in conjunction with a consulting Engineer. The bids were scheduled to be returned in January of 2004.

A field survey, road layout and construction elevations were performed for the Highway Department for the new sidewalk constructed on Oak Street from the new Pine Oaks Village to the High School.

The Town Land Surveyor continued work on a project to digitize the Assessors maps allowing the information to be available on the computer, as well as modernizing the Engineering Departments record keeping again to allow information to be accessed by use of a computer.

We continue to review submittals for the Planning Board and assist with the Water Department, Highway, Transfer Station, Cemetery, and Recreation and disability access issues, surveying of Town property and land and road takings. No private roads were accepted by the Town in 2003. The E911 street address database is continually reviewed and updated.



I wish to extend my appreciation to all other Departments for their support and cooperation in the past year and especially Paul Sweetser of the Engineering Department for his invaluable support and assistance in administering the many facets of the Departments operations.

Respectfully submitted,

Joseph J. Borgesi  
*Town Engineer*

Report of the  
**Golf Commission**

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**2002-2003**  
**Ending June 30, 2003**

**Income**

Yearly Resident Fees . . . . .	\$593,500.00
Green Fees . . . . .	\$758,913.00
Motor Cart Fees . . . . .	\$132,889.29
Pull Cart Fees. . . . .	\$ 6,617.47
Driving Range Fees. . . . .	\$ 60,148.00
Concession Fees. . . . .	\$ 7,485.00
Free Cash. . . . .	\$ 16,150.55
<b>Total Revenue . . . . .</b>	<b>\$1,575,703.31</b>

**Expenses**

Salaries and Wages	
Year Round. . . . .	\$379,271.89
Seasonal. . . . .	\$154,945.51
Overtime . . . . .	\$ 16,897.09
Expenses . . . . .	\$321,208.45
<b>Total Expenses . . . . .</b>	<b>\$872,322.94</b>

**Returned to Town . . . . . \$703,380.37**

**Other Obligations**

Fringe Benefits	
(30% of year round salaries and wages). . . . .	\$113,781.56
Debt Service	
Principal-Design . . . . .	\$50,000.00
Interest. . . . .	\$ 5,800.00

**Total Obligations . . . . . \$169,581.56**

**Fiscal Year 2002-2003 Profit. . . . . \$533,798.81**

This past year has been another busy one at Cranberry Valley. It was our first full year with the new clubhouse and maintenance facility. The clubhouse

has been getting excellent reviews from both members and guests. We are also pleased to see that many non- golfers are taking advantage of the restaurant and enjoying the pleasant atmosphere at the course. The maintenance building has also contributed to the health of Cranberry Valley by giving the Superintendent and his crew a clean, safe and up to date facility in which to work.

The 2002-2003 fiscal year was a good one at Cranberry Valley despite a very bad winter and spring. The course did not fully open until mid April and business was hampered by a very wet spring. It should be noted that many of the rain checks given out during this period have not been redeemed and are not reflected in this year's financial report. Even with the poor winter and spring conditions, the course will turn back a healthy profit to the town as seen in the figures above. So that these figures are not misleading, it should be understood that approximately \$100,000 of the resident fees was due to a 25% increase for the 2003-2004 season that was collected before July 1.

Although much has been accomplished the past few years, there is still much to do. This coming year with the approval of town meeting, the course will receive a new irrigation system. This may be the most important project at Cranberry Valley since it's opening in 1973. Our present system is five years past its life expectancy and the cost of repairs over the last few years is increasing at an alarming rate. The possibility of a catastrophic and costly breakdown is a constant fear with the present system. We are hoping that this project can be started in the fall of 2004 and be completed by the spring of 2005.

Cranberry Valley will be the site of the USGA Mid Amateur Qualifier in August and the Mass. Public Links Finals in 2005. These two tournaments are a result of the reputation of Cranberry Valley Golf Course in the golfing community and to the hard work of the entire golf staff.

This coming year will see a 5% increase in resident fees following last years 25% increase. The golf commission felt this was necessary in an effort to help pay in part for improvements at the course. We feel that Cranberry Valley is living up to the promises of the 1973 town meeting that stated we would have a beautiful and affordable golf course for the residents and would contribute to the overall well being of Harwich by generating revenue for the general fund after expenses.

Respectfully Submitted,

*Harwich Golf Commission*

George Boule' III, *Chairman*

John Halliday, *Vice Chairman*

Jeff Driscoll

Joan Garrity

Michael Fortier

Anthony Pagliaro

Pete Watson



# *Report of the* **Division of Highways and Maintenance**

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To the Honorable Board of Selectmen and the residents of the Town of Harwich:

I hereby submit my Annual Report on the activities of the Harwich Division of Highways & Maintenance for the year 2003.

We started the year by developing and implementing a computerized sticker selling system that utilizes a web-based database. This allows the department to sell beach and dump stickers from any computer having access to the internet and will increase our efficiency in the coming year, as returning customers' information is now accessible at the click of a mouse.

Another technological advance for the Division was the addition of a new web site at [www.harwichhighway.com](http://www.harwichhighway.com). This site contains information about our various departments including a mission statement, hours of operation, beach and dump sticker information, a special notices page and several e-mail addresses.

The following briefly describes accomplishments and duties of each department within the Division of Highways & Maintenance.

## **Building Maintenance Department**

The Building Maintenance Department, which consists of two full-time employees, is responsible for routine and preventative maintenance of various Town-owned buildings. In addition to routine work, this department completed several building projects during 2003:

- Constructed custom cabinets and bookcases for several Town departments including the Health Department, Assessors', and Accountant's offices, Police Department, Transfer Station Scale House, and Brooks Library.
- Police Department - Installed new garage doors, added two lamp posts in front of the Police Station, Removed handicapped ramp and rebuilt steps, and constructed a new concrete walkway.
- Mount Pleasant Cemetery - Re-shingled garage.
- Highway Department - Constructed the following items: storage barn behind salt shed, second floor over the parts room, and a small equipment room, a new storage shed at the Recycle Area, a new platform at the Scale House, and a new deck on the Lothrop Avenue Bridge.

- Parks Department - Expanded the existing storage shed at Whitehouse Field
- Fire Station #2 - Removed and replaced siding and rebuilt the cupola
- Treasure Chest - Renovated the Treasure Chest Building to increase energy efficiency and safety. These measures included construction of new walls to house additional insulation, pouring a new floor, repair of overhead doors and the installation of a new energy efficient space heater.

### **Cemetery Department**

The Cemetery Department is responsible for the care, maintenance, preservation, and improvement of Town-owned cemeteries. The two full-time and two seasonal employees of this department spend the majority of their time mowing, trimming, and removing leaves and debris from the 16 cemeteries. The total land mass maintained by this department exceeds 55 acres.

### **Forestry Department**

The Forestry Department is responsible for planting and maintaining all of the shade trees on Town-owned property. These trees are a fundamental element of the roadside beautification program in Harwich. The department is comprised of two part-time employees who planted 40 shade trees on the side of roadways in various locations with help from the Cape Cod Technical Horticultural class. The trees planted in 2003 consist of Linden, Flowering Pear and Crescent King Maples.

### **Highway Department**

The Highway Department's primary responsibility is for the maintenance, construction, and repair of 132 miles of public roadway. Staff consists of 12 full-time employees and 4 seasonal workers. Ongoing department programs include annual crack sealing, pavement resurfacing, and catch basin repair, replacement, and cleaning. In addition, this department is responsible for the snow and ice removal on 200 miles of public and private roadways, street sweeping, pothole patching, sign maintenance, pavement marking maintenance, and seaweed removal on Town-owned beaches.

With the 2-year hiatus of the Capital Plan and the continued tight fiscal circumstances facing the Town, our Roadway Maintenance Program has been seriously hindered. Despite limited funding, we were able to accomplish the following in 2003:

- Cutting out and patching areas of deteriorated pavement, using approximately 150 tons of asphalt
- Installation of 36 new drainage systems
- Construction of 1,100 ft. of sidewalk on Oak Street from Pine Oaks Village to the High School



- Paving of Pleasant Street and reconstruction of the sidewalk
- Paving Sections of South Street, Belmont Road, Depot Street, Hudson Lane and Prince Charles Drive
- Paving of Old Chatham Road, Lovers Lane, Riverside Terrace, Bayberry Lane, and the Brooks Library Parking Lot

### **Beaches and Town Restrooms**

Maintenance of the 20 Town-owned beaches and 9 restrooms was performed as a joint effort between the Highway, Park, and Building Maintenance Departments. The seaweed was removed weekly from Red River, Bank Street, Pleasant Road, and Earle Road Beaches. It was also removed from Belmont Road Beach as needed. During 2003, the dune restoration project was continued at Red River Beach. The seaweed removed from this beach was spread against the existing dune and covered with sand, thus enlarging the dune. All beaches were patrolled for litter daily. Restrooms were opened and cleaned daily. Windswept sand was cleaned from the parking lots regularly. Various signs were installed and maintained throughout the year.

### **Park Department**

The Park Department, which consists of two full time, one half-time, and six seasonal staff members, is responsible for the maintenance of 6 parks, 5 athletic fields, 19 memorial squares, the grounds of 13 Town-owned buildings, and the bicycle trail.

Routine maintenance for these areas was as follows:

- Parks, Grounds, and Memorial Squares - These were mowed regularly from mid-spring through mid-fall. Other routine maintenance consisted of regular pruning, raking, cleanup, watering, and the painting and repairing of benches, picnic tables, and flagpoles. Daily cleanup and maintenance of the tennis courts was performed.
- Athletic Fields - These were mowed and prepared for games daily from mid-spring through mid-fall. Routine maintenance performed throughout the year consisted of raking, pruning, watering, cleanup, and repairs to fences, irrigation systems, and drainage systems.
- Bicycle Trail - This was patrolled on a regular basis throughout the year for litter, washouts, debris, and other safety issues. The bike trail was mowed monthly, and was pruned and brushed when needed.

Major projects in 2003 - Constructed a wider entrance to the Division of Highways & Maintenance, which included the landscaping of the disturbed areas, planting of various trees and shrubs, the removal of several trees, and the relocation of the Division's sign to enhance visibility. Thanks to the help of the Building Maintenance Department, we were able to enlarge the existing storage shed at Whitehouse Field, which will allow us to house all the needed



equipment used to maintain the various Town parks and fields. Our field maintenance program, which includes fertilization, verti-drain (deep-tine aeration), over-seeding, and top dressing, is a continued success.

The Park Department would like to extend a very sincere thanks to Shawn Fernandez and the Golf Department staff for their invaluable knowledge and assistance throughout the year.

We would also like to thank Tim Millar and the Bikeways Committee for their diligence in patrolling and helping to maintain the bike trail.

### **Transfer Station and Recycling Center**

The Harwich Disposal Area, which is open seven days a week, from 8:00AM to 4:00PM, 362 days a year, actually consists of three separate operations on one site. The Transfer Station accepts household waste, also known as municipal solid waste (MSW), from residents and commercial haulers. The MSW is loaded into 100-yard trailers and transported to SEMASS, a waste to energy facility, located in Rochester Massachusetts, approximately 50 miles from Harwich. Disposal Area staff made 356 trips to this facility, moving a total of 8,050 tons of MSW. The second component of the operation is the drop-off Recycling Center, located east of the Transfer Station. The site consists of eleven roll-off containers and several tables. A total of 1,750 tons of recycled material was hauled, mostly to New Bedford, and accounted for 283 trips. Additionally, there are Salvation Army bins for clothing donations, and paint and oil recycling sheds. The last major component of the operation is known as the C&D Pad. C&D (construction and demolition, i.e. wood waste from building and remodeling, shingles, unusable furniture and mattresses) is dropped off on a concrete pad south of the Transfer Station, where it is processed to increase density and loaded into 100-yard trailers for transport. During 2003, our trucks made 296 trips, hauling a total of 5,200 tons of C&D.

The Town continues to offer the following programs to residents:

- Paint recycling (daily April through October) - Residents may drop off unwanted paint and paint-related products, or pick up good paint for reuse.
- The Treasure Chest, which is accessible directly from Queen Anne Road, is open Friday, Saturday, Sunday, and Monday April through October, 9AM-3PM, and on Saturdays and Sundays, November through March, 9AM-3PM. Residents may drop off or pick up useful items in good condition, subject to the posted regulations. Many thanks to Pauline Ashton, the Treasure Chest Chairperson, and her dedicated staff of volunteers for their hard work and commitment which has made the Treasure Chest a success.

- Automotive Product Recycling (daily, year round) - For drop off of used oil, antifreeze, gasoline, oil filters, and batteries.
- Composting of Grass and Leaves (daily, year round). Material must be weighed, but there is no charge for residents.
- Household Hazardous Products (HHP) collections for unwanted household chemicals are held on the second Saturday of each month, from May through October, 9AM-12PM.

In addition to the above, we accept the following items for a fee: brush, TVs, computers and monitors, propane tanks, tires, refrigerators, air conditioners, scrap metal, and appliances.

The Division of Highways and Maintenance was able to accomplish many additional projects, in 2003, including the reconstruction of Town Hall steps, the Whitehouse Field storage shed, and the renovation of the Treasure Chest, thanks to the Barnstable County House of Corrections work crews, Deputy Sheriff Joe Brait, and Major Richard Bonavita.

I would like to thank the Board of Selectmen and the Town Administrator for having the confidence to allow me to continue to serve the Town of Harwich by appointing me as the Division's new Director in March of 2003. My transition to this position has been remarkably smooth thanks to the assistance and cooperation of all the Division's employees, particularly my staff of dedicated Foremen, my Assistant Director Jim Cook, and my Administrative Assistant, Kim Berube.

Respectfully submitted,

Lincoln S. Hooper, *Director*

## *Report of the* **Architectural Advisory Committee**

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The Architectural Advisory Committee acted on (33) Applications for (34) Signs and (6) Plans and Revisions to Parking Regulations.

We hope our input has made an impact on preserving the charm and atmosphere of the Town of Harwich.

All interested persons are invited to attend our meetings which are held the 2nd Tuesday of each month at 7:30 p.m. at the town hall.

Anyone wishing to volunteer to be on the Architectural Advisory Committee should fill out a Citizens Activity Record form.

Robert Cybulski, *Co-Chair*

Barbara Scott Josselyn, *Co-Chair*

John Sullivan

Edward W. Balicki

Robert Waugh

David Bowley



# Report of the Recreation & Youth Commission

---

We have had another successful year in the Harwich Community Center providing and adding new programs for all age groups. This year, we happily said hello to two new members on our Commission, Mr. David Sadoski, and Ms. Karyn Morris. In return, we lost long time member Mrs. Mary Clarke who served as Treasurer for many terms and was with us for 12 years. Our greatest thanks and appreciation go out to her for her dedication and long and continued support of the Recreation Department. She will be truly missed.

We would like to extend our thanks and appreciation to all of the recreation staff, including Director of the Recreation and Youth Department, Ann Schweizer, Youth Program Specialists Susan H. Fraser, Vincent E. Gulotta, Jeff Carter, and long time staff member Kathie Gulotta, in recognition of their continued dedication, support, and hard work throughout the years. A special note of thanks, appreciation, and congratulations for excellent work goes to our Secretary, Lee Ames who was named Bookkeeper of the Year by the Town Accountant.

**Youth programs offered were:**

Red Cross Babysitting	Ages 12 - 15	Pilo Polo	Grades K, 1, & 2
Billiards	Grades 5 & 6	Pilo Polo	Families of All Ages
After School Intramurals	Grades 3 - 12	Summer Playground	Ages 6-12
Field Hockey	Grades 5 & 6	Summer Basketball	Boys Ages 10-15
T-ball	Grades K, 1, & 2	Summer Basketball	Girls Ages 10-15
Family Rec T-ball	Families of All Ages	Flag Football	Grades 3 - 8
Farm Team Baseball	Ages 6 - 9	Youth Soccer	Grades K, 1, & 2
Boys Baseball	Grades 3 - 6	Girls Soccer	Grades 3 - 8
Spring Baseball	Ages 13 -15	Boys Soccer	Grades 3 - 8
Girls Softball	Grades 3 - 8	Family Rec Soccer	Families of All Ages
Ultimate Soccer Academy	Ages 4-13	Kartwheels	Grades1-4
Boys Basketball	Grades 3 - 12	Street Hockey	Grades 5 - 8
Girls Basketball	Grades 3 - 12	Swimming	Ages 3 - Adult
Basketball	Grades K, 1, & 2	Kayaking	Ages 8 - Adult
Red Cross Youth CPR	Ages 12 - Adult	Tennis	Grades 5 & 6
Summer Baseball Club	Ages 8 - 14	Summer Softball Club	Ages 8 - 14
American Red Cross	Ages 11 - 15	American Red Cross Lifeguard Training	
Guard Start			

**Adult programs offered were:**

Adult Tennis	CPR Classes
Co-ed Volleyball	Over 55 Volleyball
Men's Over 35 Basketball	Women's Indoor Field Hockey
Men's Under 35 Basketball	Women's Basketball
Senior Kayaking	Strong Women Kayaking

**Other programs sponsored were:**

Harwich Junior Theatre	Harwich Town Band
Harwich Youth Hockey	Harwich High School TV Club
Babe Ruth Baseball	Lower Cape Figure Skating
Pop Warner Football	Harwich After Prom Party
Harwich Baseball Inc. (Little League)	

**The following deposits were made into the Town's general fund:**

Summer Recreation Program Registration Fees . . .	\$16,474.50
Daily Beach Parking Tickets . . . . .	\$ 5,710.00
Food Vendors Bids for Town Beaches. . . . .	<u>\$11,100.00</u>
Total. . . . .	\$33,284.50

The Recreation and Youth Department is responsible for numerous areas of the Town including ball fields, beaches, and parks. These specific areas are Whitehouse Field, Brooks Park - Basketball Court, Baseball Field, Tennis Courts, Play Area, and Bandstand, Steven W. Potter Softball Field, Schoolhouse Parking Lot, Jimmy McPhee Memorial Field, Senior Memorial Softball Field, Exchange Park, Larsen Park (Wychmere Overlook), Doane Memorial Park, Village Green, 15 Memorial Squares, Great Sand Lakes Squares, Recreational Land in Harwich Center including the Boy Scout Camp Grounds, Salt Water Beaches, Sand Pond, Wixon Memorial - Cahoon's Road, and Fernandez Bog Beach on Long Pond.

Whitehouse Field, home of the Harwich Mariners, is the site of the "Al Graeber Memorial Press Box. The new press box was made possible by the Graeber Family of Harwich and the Harwich Mariners.

During the summer season, this Department offered lessons in swimming, tennis and kayaking. Other programs offered were basketball, softball, soccer with the Ultimate Soccer Academy, and baseball. Our kayaking program run by Kathie Gulotta, now in its third year, boasts a record number of participants and trips for all ages. We offered another successful session of the American Red Cross Lifeguard Training program, run and instructed by Susan



Fraser. We are pleased to report that this past summer, 1,054 children participated in a variety of programs sponsored by the Recreation and Youth Department.

All of our summer staff is American Red Cross certified in CPR for the Professional Rescuer and First Aid. Lifeguards must have Lifeguard Training certificates as well. Our Water Safety Instructors need both LGT and WSI certifications. Our staff consists of 57 employees; Beach Supervisor, Waterfront Director, Playground Director, Lifeguards, Water Safety Instructors, Gate Attendants, Tennis Instructors, and Playground Instructors. We are proud to announce that this year our staff of Lifeguards participated in the third annual Extreme Lifeguard Games Competition winning against Chatham... This competition was initiated, planned, and accomplished by our Beach Supervisor, Francis Veale, Waterfront Director, Amy Ganshirt, and Program Specialist, Jeff Carter. They also participated in the Cape Cod Lifesaving Championships again this year. Our summer playground program for children ages 6-12 was a great success again this year with ever-increasing enrollments. We also offer a Counselor-in-Training program; this is a volunteer position, which prepares enrollees for future employment in the Recreation Field.

We hope to have available, a new handicapped accessible restroom facilities at Red River Beach for the 2004 season. Our primary goal is to equip all of our beaches with handicap accessible restrooms in compliance with State and Town requirements.

Thank you to those who work so hard to make the Community Center such a success. Carolyn Carey, Community Center Director, Jill Mason, Channel 18, and Barbara-Anne Foley, Director of the Council on Aging, for their continued support and cooperation with all of our programs.

We would like to thank the following people for all of their continued support: Town Administrator Wayne C. Melville; Assistant Town Administrator, Réne Read and all of their administrative staff; our many Coaches who volunteer for Farm Team Baseball, Youth Soccer, Field Hockey, and Youth Basketball. We thank our Volunteers; Counselors-in-Training; the Harwich Garden Club and Mr. Don Milbier for beautifying Doane Park, Brooks Park, and so many others. The Division of Highways and Maintenance staff for caring for our parks, ball fields, beaches and memorial squares; the Harwich Board of Selectmen; Lee Culver, Liaison from the Police Department; Town Accountant; Town Engineer; the School Department, whose facilities have been made available to us; all Departments and Town Boards which we depend upon daily for assistance.

Finally, a sincere and grateful acknowledgement is extended to the citizens of Harwich who continue to support the many programs provided annually



through their generous funding. Without your commitment to our activities, we could not continue to provide the number and variety of recreational programs and services to the youth and adults of this community.

Respectfully submitted,

William G. Griswold, *Chairman*

Vahan Khachadorian, *Co Chairman*

Gerald McGrain, *Treasurer*

Francis Crowley

Karyn Morris

David Nixon

David Sadoski

Lee Culver, *Liaison from the Police Department*

# *Report of the* **Water Department**

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The Superintendent and Board of Water Commissioners respectfully submit our Annual Report of the Harwich Water Department to the citizens of Harwich for the year ending 2003.

The Department continues to focus on maintaining and improving the municipal water system so that a quality water service can be continuously rendered with pride to the Town and its residents.

## **DEPARTMENTAL OVERVIEW**

This was a very productive year for the Harwich Water Department, there were many items completed. This year the Department completed the following projects:

- Water System Master Plan
- Developed a 30-year Capital Improvements Plan
- Performed site investigations for the new water supply well
- Initiated the DEP New Source Permitting process for a new water supply by submitting the "Request for Site Examination" application
- Completed designed of a new 1.5 million gallon storage tank
- Used Global Positioning System (GPS) technology to locate the gate valves throughout the system
- Rehabilitation of the Route 39 storage tank
- Rehabilitation of Well #7
- Water main installation on Allen Street and Pleasant Street, Harwichport
- Completed design plans for repairs to the water main at Headwater Bridge
- Developed a database to catalog fixed assets

The Department maintains nearly 180 miles of pipe and twenty structures, including twelve wellfields and pump stations, five water treatment plants, 1600 water main valves, 1258 Fire Hydrants and 20,000 service valves that serve 9,492 customers. An additional 4,746 feet of water main was constructed. The repairs and modifications to the water system were made to enhance water quality and fire flows to certain areas of town. This is part of the \$9,000,000.00 in proposed water main improvements.

The latest Source Water Assessment Program (SWAP) evaluation completed in October 2001 indicated the Water Department is in fair condition and is being operated very effectively in accordance with Federal and State stan-

dards. The manual lead and copper testing associated with our corrosion control program indicates full compliance with the requirements of EPA and DEP for lead and copper control.

This year as time has allowed, our employees worked on a number of projects through out our system, which helped in the areas of water conservation, energy conservation, as well as to improve our SDA standards. Through out 2003 we were striving to enhance water quality and customer service. The water department will work hard to supply the community with the needed information to keep them informed. The community will be able to access much of this information on the Water Departments web page at [www.harwichwater.com](http://www.harwichwater.com).

This year we flushed our system twice, we will also do periodic flushing in the area where older water main degrades water quality. We are aware that we will receive water quality complaints in those areas until water mains can be replaced. At the end of last summer the department concluded a comprehensive water quality-investigation and testing program. Results confirmed that we had deficient water quality and inadequate fire flows in West Harwich, Harwichport, and parts of South Harwich. We have placed prioritized these needs in our 30 year Capital Improvements Plan.

The Department will continue to focus on training its employees to insure that they are able to render quality and efficient service to all of our customers. Various operators will receive training in a number of technical areas to meet the State requirements for annual training. The Department will also look at hosting local educational programs with other water utilities. Administrative and clerical staff also attended training which will enable them to enhance their excellent customer service skills. The Board of Water Commissioners and members of staff will attend several programs held by the Massachusetts Department of Environmental Protection on a variety of water issues.

There was an open house, which was held in May 2003 at the Department's headquarters, which is located at 196 Chatham Road, in Harwich. This was done in observance of National Drinking Water Week. The Department also continued to hold classroom educational programs at our local schools, working with both school teachers and Department staff. The Department will sponsor a poster contest this next year, as well as an essay contest for our older children. Throughout the year the Department will hold seminars and educational programs in the community.



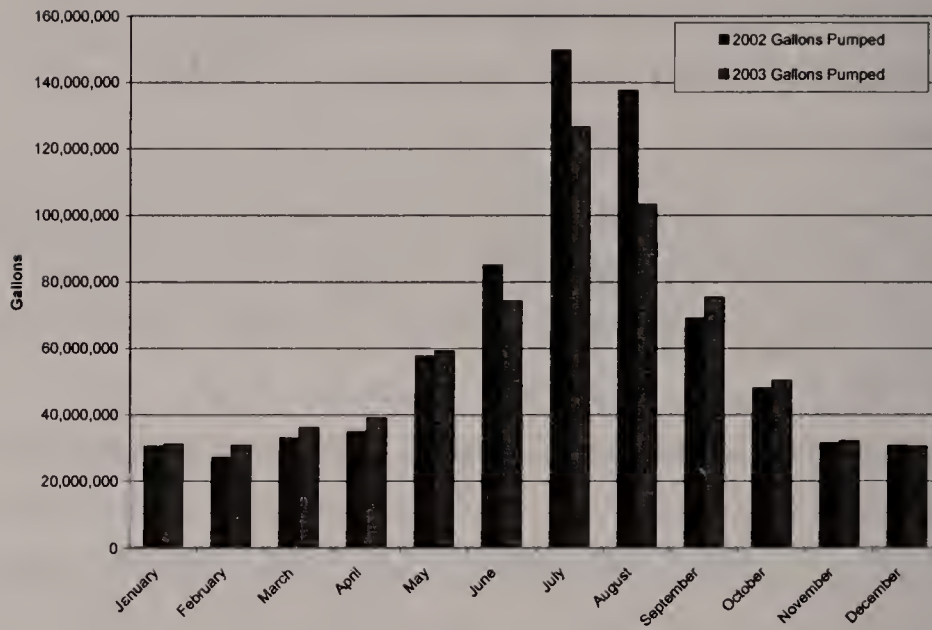
## CONSTRUCTION-SERVICE-MAINTENANCE

During the past 12 months, the Town extended water on three public roadways and developers within three subdivisions installed water mains and appurtenances.

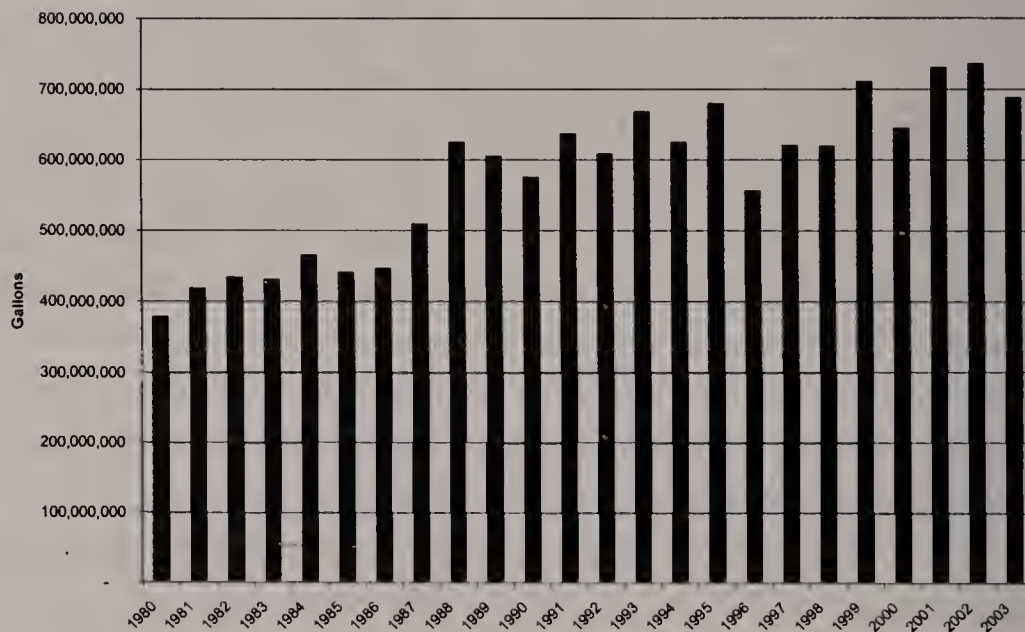
6 hydrants were added during the year, increasing the total number in operation to 1,292. One Hundred and Nine services were installed, bringing the total number to 9,492. In addition, a total of 76 services were renewed due to condition and age.

Routine activities included responding to 138 service locations for maintenance and or repairs, replacement of 21 goosenecks and 21 curb stops, 1 frozen service and 103 water main repairs. Dig Safe requests resulted in marking out 939 locations for excavation by private parties. Water quality monitoring for compliance with drinking water standards resulted in over 1,200 samples being collected and analyzed. Meter activity included 247 meters changed out and an additional 239 were repaired, with 76 new water meter installations. Over 1,670 requests were received to turn off and/or turn on water to our seasonal accounts. Our staff replaced 4 defective hydrants and has rebuilt an additional 15 hydrants. This is part of our annual hydrant maintenance program. The Department has processed 388 property transfers, as well as 114 miscellaneous calls. Other maintenance tasks were performed as time permitted.

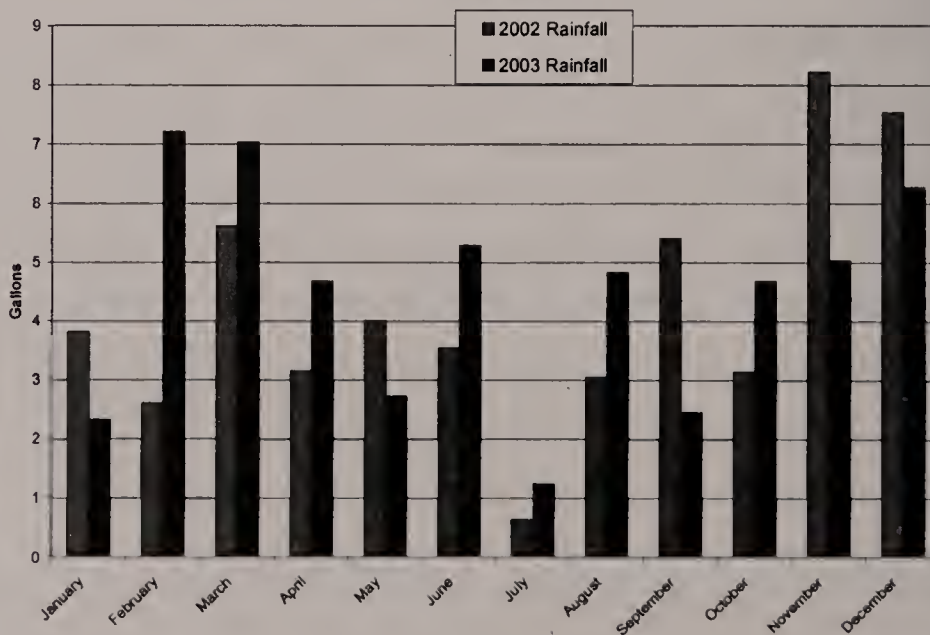
Gallons Pumped per Month



Yearly Historical Pumpage



Rainfall per Month



## WATER DEPARTMENT COMPARATIVE TABLE

Calendar Year	Rainfall Inches	Gallons Pumped	Maximum Day	Minimum Day
1996	63.33	555,982,400	4,344,600	688,200
1997	48.46	620,145,100	5,627,100	717,300
1998	49.93	619,321,800	4,740,800	779,000
1999	44.48	710,729,600	5,681,400	730,700
2000	48.11	644,636,400	5,065,400	738,800
2001	36.76	730,249,000	5,879,600	784,400
2002	50.44	735,869,800	5,666,970	733, 200
2003	53.75	687,473,053	5,701,605	742,128

MONTH	RAINFALL	GALLONS	GALLONS	
2003	INCHES	PUMPED	STATION	To Date
January	2.32	30,968,500	MAIN STATION	56,718,000
February	7.21	30,626,600	Station # 1	69,703,000
March	7.03	36,080,300	Station # 2	52,960,000
April	4.68	38,930,228	Station # 3	57,189,000
May	2.72	59,112,776	Station # 4	33,203,053
June	5.29	74,207,995	Station # 5	63,403,000
July	1.24	126,481,081	Station # 6	65,218,000
August	4.83	103,266,421	Station # 7	74,116,000
September	2.45	75,270,791	Station # 8	44,819,000
October	4.68	50,235,710	Station # 9	52,276,000
November	5.03	31,978,036	Station # 10	61,213,000
December	<u>6.27</u>	<u>30,314,615</u>	Station # 11	<u>56,745,000</u>
Total	53.75	687,473,053		687,473,053

## 2003 WATER MAIN CONSTRUCTION PROGRAM

NAME OF STREET	TYPE OF PIPE	SIZE	LENGTH FT.	HYDRANTS
Deer Run	Ductile Iron	6"	478'	2
Shaw's Market	Ductile Iron	8"	1755'	4
Channel Hill	Ductile Iron	8"	385'	1
Daluze Drive	Ductile Iron	8"	1210'	3
Catharine Rose Rd	Ductile Iron	6"	428'	1



## MILES OF MAIN BY SIZE

	20"	16"	12"	10"	8"	6"	2" 1-1/2"	1-1/4"	1"	Totals
<b>1998</b> Added	0.00	0.00	2.30	0.00	1.68	0.34	0.00	0.00	0.00	4.32
<b>1998</b> Abandoned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>1999</b> Added	0.00	0.00	1.33	0.00	1.14	0.02	0.00	0.00	0.00	2.40
<b>1999</b> Abandoned	0.00	0.00	0.00	0.00	0.00	0.00	-0.38	0.00	0.00	-0.38
<b>2000</b> Added	0.00	0.00	0.07	0.00	0.38	0.18	0.00	0.00	0.00	0.63
<b>2000</b> Abandoned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>2001</b> Added	0.00	0.00	0.00	0.00	0.00	1.16	0.00	0.00	0.00	1.16
<b>2001</b> Abandoned	0.00	0.00	0.00	0.00	0.00	0.00	-0.10	0.00	0.00	-0.21
<b>2002</b> Added	0.00	0.03	0.00	0.09	0.02	0.03	0.00	0.00	0.00	0.17
<b>2002</b> Abandoned	0.00	0.00	0.00	0.00	0.00	0.00	-0.10	0.00	0.00	-0.10
<b>2003</b> Added	0.00	0.00	0.00	0.00	0.55	0.48	0.00	0.00	0.00	1.03
<b>2003</b> Abandoned	0.00	0.00	0.00	0.00	0.25	0.32	0.00	0.00	0.00	0.57

## SUMMARY OF ACCOUNTS FOR FY 2002

Previous Balance	\$ 244,866.81
<b>PLUS</b>	
Commitments	
Water Rates	\$ 1,258,202.80
Repairs	\$ 18,621.53
New Services	\$ 67,275.00
Miscellaneous	\$ 33,029.75
Seasonal Charges	\$ 38,500.00
Demand Charges	\$ 9,480.08
	<b>\$ 1,425,434.21</b>

**PLUS**

<b>REFUNDS</b>	<b>\$     <u>1,395.76</u></b>
<b>TOTAL AMOUNT DUE</b>	<b>\$    <b>1,671,371.65</b></b>

**MINUS**

<b>ABATEMENTS</b>	<b>\$       <b>(7,203.05)</b></b>
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**MINUS**

<b>RECEIPTS</b>	<b>\$   <b>(1,644,727.78)</b></b>
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<b>BALANCE</b>	<b>\$       <b>19,440.82</b></b>
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## **PROJECTS AND PROGRAMS FOR 2004**

The Water Department has several important projects planned for 2004, including installation of water main to increase capacity in the distribution system, construction of a new storage tank, permitting of a new water supply source, inspection and repair of the wells and pump stations, increasing water conservation measures and the addition of hydrants and gate valves into the distribution system for operational purposes. The Capital Improvements Plan has prioritized the improvements based on the needs of the system as determined by the Water Master Plan.

### **New Water Supply Source**

The DEP "Request for a Site Examination" has been submitted and upon approval the next step would involve developing a scope of work for the pump test. The site is located adjacent to the existing well #10 near the Brewster town line. Once approval from the DEP is granted conducting a pump test on the site would be the next step in the DEP permitting process.

### **New Water Main Installations**

Prioritized areas have been targeted in the Capital Improvements Plan for water main installation based on fire flow needs, water quality reasons and overall performance of the system. The amount of funding available will determine the extent of new water mains installed.

### **Water Conservation Program**

Water withdrawals have generally been increasing over the last five years. The Water Department will be evaluating the causes of these increases and is recommending steps to keep future withdrawals in check. One area which is currently being evaluated is that of outdoor irrigation. These areas that are being researched for the possibility of implementing moisture controls, and other new technology which would help in the managing of amounts of water used and the durations of time needed for watering.

### **Well Field and Pump Station Inspections**

The Department is attempting to acquire funding to establish a cyclic maintenance program where two wells can be service and inspected each year. This funding would reduce well problems similar to the ones which we were found this year.

### **Storage Tank Construction**

A new storage reservoir is to begin construction in FY-05; this will increase our storage capacity to 3.25 million gallons of water. This reservoir is to be located north of Route 6 on a parcel of land near the Cape Cod Tech. This land acquisition was voted for during a previous Town meeting. The proposed storage tank will have a capacity of 1-1/2 million gallons and is called a fluted tank. This reservoir will be an important addition to our water supply and distribution system; this tank will help in water storage, system pressure and fire fighting capabilities.

### **Enterprise Fund**

The Town is currently evaluating converting the Water Department's financial structure to an enterprise fund. This enterprise fund will remove the Water Department from the tax rolls. If the Enterprise Fund is approved the department will not have to compete with Schools, Fire, Police and other Town Departments for limited funds. Water Department revenue, which will be user based, will generate funds needed to operate yearly budgets and generate funds for infrastructure upgrades and repairs. The Department has established a sound financial plan for the next thirty (30) years. We are expecting 3 moderate increases over the next thirty years. The Water Commissioners will make every attempt to keep increases as low as possible.



## 💧 WATER CONSERVATION TIPS 💧

- REPAIR LEAKY FAUCETS INDOOR AND OUTDOORS.
- INSPECT YOUR TOILET TANK! IT'S NOT UNCOMMON TO LOSE UP TO 100 GALLONS A DAY FROM AN OTHERWISE INVISIBLE LEAK.
- INSTALL FAUCET AERATORS AND LOW FLOW SHOWERHEADS.
- PRACTICE IRRIGATION ON AN ALTERNATING CYCLE.
- STOP BY OUR OFFICE TO PICK UP FREE CONSERVATION INFORMATION

COURTESY LEAK DETECTION KITS ARE AVAILABLE  
AT OUR OFFICE

**WE THANK YOU FOR YOUR CONTINUED SUPPORT IN  
HELPING TO  
CONSERVE OUR NATURAL WATER SUPPLY!  
YOUR EFFORTS HELP THE ENVIRONMENT, ENERGY COSTS  
AND REDUCE EXPENSES!**

### **CONCLUSION**

The Department will work hard at improving the level of service provided to the community while insuring that the Safe Drinking Water Act standards are met and the system is maintained and operated effectively and efficiently as possible.

As the Department continues with its long and short term projects we thank you for the confidence that you have placed in us. We are committed to providing you with a water system that excels and is operated and maintained with "Water Works Pride". We will continue to encourage you to support our water conservation efforts.

At this time we would like to thank the citizens, customers, elected and appointed officials, other Departments and their employees for continued support and cooperation throughout the year.

As the Department's Superintendent, I would also like to thank our employees and the Board of Water Commissioners for their continued support and service to the community and myself throughout the year.

Craig Wiegand, *Water Superintendent & Collector*

*Board of Water Commissioners*

Donald Bates, *Chairman*

Danette Gonsalves, *Vice-Chairman*

George Cavanaugh, *Clerk*

## *Report of the* **Channel 18**

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I, as department head, respectfully submit this annual report to the citizens of the town of Harwich.

Harwich Channel 18, in the year 2003, has continued to provide a service to the Town by bringing local programming into viewer's homes via our cable system.

Regular weekly programs continue to gain viewers and have become a mainstay of the Channel. The weekly cablecastings of our Board of Selectmen's meetings are viewed by many. This kind of attention speaks well of the citizens of Harwich, as they are interested in local government, and follow the actions of the Board with great dedication.

Our weekly magazine show "Community Journal" is entering its 5th year of production, and is one of our most popular shows. Betty Pino, Marge Donnelly, and Paul Coughlin, have been able to bring many different subjects of interest to our citizens by inviting guests to appear on this show. In addition to our regular visits from the Department heads here at the community center, Tim Millar from the bikeways committee, Eleesye DeGroot from Elder Services, Joan Maloney from the Historical Society, Dr. Donner from the Sampson fund, John Profit from the Writer's group at the library, Nina Schussler from the HJT, Paul Kelly for the Family Pantry, and many many more guests have appeared on this show. "Community Journal" is crewed by dedicated volunteers, and I thank all of them for their long term commitment. We continue to listen to requests from citizens and have enjoyed great cooperation from many other town departments in providing material and programming.

Channel 18's series "Know Your Town", another one of our longest running shows, continues to chronicle the History of the Town of Harwich. Produced by John Roche, this show will be an invaluable resource for future generations of Harwich people.

This year Channel 18 has produced two special programs with town departments. We produced a show on "Cold Water Rescue" with the Harwich Fire department's rescue and dive teams. This show was cablecast early last winter and will be repeated again this winter season. A combination of location shots with ice rescue demonstrations, and classroom style discussions, made this a very effective program.

Channel 18 traveled "off Cape" with the Director of the Highway Dept. to the solid waste facility SEMASS. Again, the onsite shots were particularly interesting to our viewers. We all learned first hand where our trash goes and how our trash is handled before it becomes electrical power. Riding in the Town's transfer truck and watching the huge load of trash being unloaded at the SEEMASS facility was something the average citizen would never see. Channel 18 followed the entire process, and was able to bring it to you, the citizens of the town.

I would like to thank all those town employees who participated in the production of these shows, as their input was critical. Plans are underway to produce similar shows with the water department, and hopefully more town departments will take advantage of this TV medium to get their message out to the public.

The HHS TV Club continues to be active and produce a weekly News Show during the school year. The TV Club continues to be an extra curricular activity. With the introduction of TV Production at the High School, I am looking forward to cablecasting more material from the students.

The goals for the Channel are ongoing

1. To continue to increase programming from Town Departments
2. To continue to enlist and train volunteers
3. To purchase equipment to improve the quality of Channel 18 productions.
4. To develop and advertise a program schedule, using the Community Center web page.

I am proud to claim that Harwich Channel 18 continues to lead Cape Cod in the use of our Government Channel. I get many calls and questions from other towns concerning our operation.

Harwich Channel 18 continues to be an important part of our Community. I have great support from the citizens and taxpayers in the town of Harwich. In closing this report I would like to thank all the dedicated volunteers who have helped me here at Channel 18. Without the help of Betty Pino, Marge Donnelly, Phil Dolan, Edith Wheat, Ellie Bassett, Ruthe Barnett, Bob Anderson, Dorothy Safford, Florence Levenson, John and Joyce Roche, and all the students from the HHS TV Club, Channel 18 wouldn't be what it is.

Respectfully submitted,

Jill Mason  
*Channel 18*



# *Report of the* **Utility & Energy Conservation Commission**

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Attendance, commission personnel: During the past year, the commission operated with four appointed persons. The vacancy which existed on 1/1/2003 continued throughout the year. Chairman Worth was re-appointed to a three year term in July. Meetings were scheduled for every month of the year, nominally on the third Tuesday. At times meetings have been re-scheduled to accommodate the availability of commission members or guests to appear before the board. On those months when a quorum was not present, no minutes of meeting were compiled.

## **Cape Light Compact activity:**

- B Worth continues as the appointed Harwich representative to the Compact. L Cole who is also the Harwich representative on the Cape Cod Commission serves as alternate representative, thus assuring that the town is represented at every monthly board meeting.
- B Worth also serves on the Power Supply and also on the Energy Efficiency committees of the Compact. W Doherty who is an elected County Commissioner serves as commissioner assigned to the Compact Board, providing a third voice for the town.
- The Compact continues to operate a very successful energy conservation program for all Cape residents. The Town of Harwich has received services of \$163,396.13 over the first 10 months of 2003, thus exceeding its annual goal by 21.9% for the program year ending 12/31/03, thus providing services and material at a high level within the town.
- Streetlight purchase was completed during 2001 and did provide another year's saving to the town of approximately \$40,000.
- Default power supply customers within the town, a portion of the 53,000 default customers on the Cape and Vineyard, received energy at a cost lower than default customers who remain connected to NStar. For the second half of the year, the Compact contract price was lower than NStar Standard Offer price. This program has been approved by Mass DTE to continue throughout 2004. The price in 2004 will be lower than NStar, default service, but not lower than Standard Offer.
- The second annual Energy Fair was held in Yarmouth in October and this provided any customer on the Cape an opportunity to learn more about conservation and to purchase low cost products for the home. In addition, over 600 customers received a \$75 coupon toward purchase of a new de-humidifier after turning in an old, inefficient unit.

**LED Traffic Lights:** Although it took a long time to be coordinated and to have the contract approved, Republic Electric began installing LED traffic lights in late November. This will result in savings of 85% of the electric previously used at these locations.

**Wind Power Initiative:**

- **Anemometer Installation-** The proposed wind test tower was installed at the landfill on Feb 26 by UPC Wind Partners. Data from the first quarter of operation showed ample wind to support a wind turbine. Second quarter results were not quite so good. The unit will be in place at least until Feb '04
- **UPC Wind Partners/Community Wind-** U&EC continued to meet with Brian Braginton-Smith regarding the landfill site. Late in the year, it was learned that Mr. Braginton-Smith has gone independent of UPC Wind Partners but would continue to work with the town as Community Wind.
- **Applied Wind Technology-** Early in the year, this firm, led by Dr. Hubbard seemed quite interested in development of wind power in Harwich, met with the Water Commissioners and also the Board of Selectmen but has failed to follow through with any proposal.
- **Strategic Energy Systems-** This organization proposed to do all the work to establish wind power in the town as a "Turn Key" operation, but this commission is not yet ready to ask for this type assistance.
- **Meetings with other towns-** U&EC met with Town of Orleans to share information and there was mutual agreement to share data and to work together. A future meeting with Town of Eastham is planned.
- **Meeting with Greg Watson of MTC-** A very productive meeting was held with Greg Watson and Barbara Hill of MTC, where they offered to assist the town monetarily in development of plans and feasibility studies as needed.

**Proposed Activity for 2004**

- **Meet with NStar-** U&EC will meet with representatives of NStar to determine any impediments to establishment of wind power and to determine what must be accomplished to complete the plan.
- **Utilize proposed assistance from MTC-** It is planned to take advantage of the MTC offer for engineering and monetary assistance
- **Look at other sites within the town-** During the first quarter of 2004, we will look at other sites in town which might be utilized for additional wind turbines, then work with MTC to get another test tower installed. Cranberry Valley Golf Course, School and Water Department property will be evaluated
- **Keep current of activities of other entities within the town** proposing to install wind turbines. The current proposal by R. Hamlin to develop a

wind farm of three turbines in North Harwich is of interest to the commission and we will learn as much as possible about this proposal

- Developing an informational program in conjunction with Channel 18 on wind power is another goal expected to be accomplished during the first half of the year.
- The Commission will make contact with and attempt to influence both the committees working on new high school and police stations to utilize energy efficiency in the design phase of the work.
- We look forward to taking part in the Community Day opportunity to meet with members of the public and to discuss energy efficiency and status of wind power in the town.
- We will also continue to be available to the Board of Selectmen and other town officials to provide as much technical assistance as possible to problems as they arise during the coming year.

Barry R Worth, *Chair*  
Lawrence P Cole  
William Doherty  
Robert Marshall



# *Report of the* **Harwich Disability Rights Committee**

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The Harwich Disability Rights Committee has undergone significant changes due to the resignation of former members and the addition of new members in 2003. The Board of Selectman voted to increase the membership of the Committee to a maximum of nine members to accommodate the number of applicants for membership and to achieve the mission of the Committee.

The mission of the Committee stands: That Harwich be the most accessible town on the Cape.

I. The Committee continues to work closely with the leadership of the Rec. /Youth Department. The focus of the joint work has been, and remains, to improve access at the town beaches and to update toilets at the beaches in compliance with ADA requirements. These include:

Earle Road  
Pleasant Bay  
Bank Street  
Sandy Beach  
Long Pond and  
Red River.

Wide tire wheelchairs are available at all of the town public beaches. Rec. /Youth and the Harwich Disability Rights Committee have combined resources to provide appropriate storage in and off-season. A grant proposal to improve facilities at Long Pond is under consideration.

II. The Committee has continued to support the progress at the Chamber of Commerce Visitor Center in Harwich Port. The new building will reflect a welcome introduction to visitors to the town of Harwich, including those visitors who are persons with disability. Jean McLaughlin, a member of the Committee, represented the community of persons with disability at the ribbon cutting ceremony.

III. The Committee sponsored a Poster Project in 2003. It was a special event for the Committee. Jean McLaughlin designed the project to increase awareness among the youth of Harwich, specifically the students at the Harwich Middle School and at the Holy Trinity School. The posters were the students' response to the question "What does disability mean to me?". The support of the art instructors in the schools and of Officer Kevin Considine of the Harwich Police Department was invaluable. Members of the Committee

judged more than 100 submissions. Award winners received savings bonds and acknowledgement in the JAM Access Directory. The Project has served as a model for expansion to other Cape communities.

IV. Committee members participated in the Cranberry Festival Parade again in 2003, in an effort to provide visibility for the work of the Committee and acknowledge the support of the residents of Harwich.

V. The Committee regularly responds to and helps to resolve concerns of Harwich residents who are persons with disability. Many of the issues raised involve access and have been resolved by the Chair when possible. Consultation with Paul Corcoran, ADA Compliance Officer for Harwich, has resulted in particular assistance when indicated.

VI. The Committee regularly collaborates with Town Departments and other Committees regarding architectural access. Plans for new construction or additions are presented by the town Planning Department to the Committee for review before construction to insure ADA compliance, particularly in paving and parking, including the striping of the parking areas. The Committee reviewed a grant proposal submitted by the Harwich Center Initiative and submitted a letter in support of the Project.

VII. Committee members have participated in regional and statewide activities to give visibility to the work of the Town of Harwich and to support the activities of the Cape and Island Council.

VIII. The Committee has also supported the VISTA Project at the Brooks Free Library. The Project is increasing the awareness of advances in technology that have enhanced the opportunities for persons who are visually impaired to access the library's computer system. The Committee plans to contribute to the Brooks Free Library's spring sessions, Expanding Horizons, to increase the community's understanding and sensitivity to residents when responding to persons with visual, hearing or mobility limitations.

We thank the leadership of the Town of Harwich for their support of the goals and growth of the Committee. We particularly wish to thank the following persons for their consultation and assistance:

George Dinsmore — Liaison School Committee

Sgt. Rick Sayers — Liaison Police Department

Kevin Considine -- Police Department, Consultant to the Art Project

Bob Widegren — Liaison from Selectmen.

The members of the Committee have been active, informed and hard working participants.

Our current Committee members are:

Carla Burke

Catherine Curran

Virginia H. McCann, Chairperson

Joan McCartey, Recording Secretary

Bruce McCulloch

Jean McLaughlin

Paul Corcoran, Building Commissioner, ADA Compliance Officer

Respectfully submitted,

Virginia H. McCann, *Chairperson*



# *Report of the* **Harbormaster/Natural Resources Department**

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Riding the hip of a momentarily upturned economy and enforced budgetary cuts, the harbors had a successful year. Boating on Cape Cod remains an important recreational activity in this period of national security where travel and tourism have had their limitations. A long snowy winter followed by a very rainy spring brought our pond levels and water table back to normal. Unfortunately, a foggy spring remained on tap and cool ocean temperatures effected the migration and fishing of all species on this end of Nantucket Sound. Late September brought a tuna bite for the fishermen and kept the port busy until October 23rd.

Many folks gave their time and advice to make our harbors the best. The thought that Harwich folks are proud of their town is demonstrated by an out-pouring of volunteers who lend a hand in so many of the programs here at the harbor and natural resources department. We are very proud to live and work in a community that cherishes its roots with people who care about its environmental values.

## **No-Discharge Area Success**

The Harwich No-Discharge Area Clean Vessel Act Program (CVA) continues to be successful with good participation from boaters who have learned to count on our dependable and reliable sanitary services. Harwich can be proud that it continues to lead the State in promoting best harbor management practices when it comes to reducing the effects of waste and pollution. This is no small effort that requires diligence by all our staff from doing the actual work to record keeping and grant renewal which keeps the process going.

## **Inspector General criticizes mooring procedures**

An argument between a recreational boater over the use of the private fuel dock at Harwich Port Boat Works erupted into upheaval that threatens the fabric of the way the Town operates its waterfront and cares for its water-dependant businesses. Mooring practices until now have been anchored by a legal opinion issued in 1988, which urged, because of crowding of facilities, that the harbormaster and the town adopt a comprehensive management plan. The policy would not recommend allowing the private boat yard operators to issue a certain number of mooring permits for each facility be changed. However, a report issued in July 2003 by the state Inspector General's Office in response to a formal complaint criticized the harbormaster for failing to implement a fair and equitable assignment of moorings from the waiting list for use

of new and vacant moorings controlled by Harwich Port Boat Works and other entities.

When it comes to our harbors, boat yard operations have always been considered a vital element in the use and management equation retaining the privilege of loading vacated rental moorings from within their system. This was upheld until now, because without their facilities which provide access to the water, parking spaces for vehicles and mooring space for the dinghies used to get to the mooring, many people would be denied access to the water and the town does not have adequate shoreside facilities at either Allen Harbor or Wychmere Harbor to service the number of moorings which can be safely placed there. Cooperation, between the private sector and the town, has been conducive to maximizing the use and enjoyment of the harbors.

However, the inspector general's report has forced the Waterways Commission and Board of Selectmen to revisit the 15 year old Harbor Management Plan and how the town does its waterfront business. As we closed out the year the selectmen have offered a draft of suggested changes to the document most notably requiring the boat yards to accept people from the central public waiting lists for geographic areas, requiring mooring servicing agents to be registered and insured, require mooring inspections to take place annually, require permit holders to "use-it" or "lose-it" as far as occupancy is concerned, and limit the number of boats that anyone may have in Harwich to two vessels. The situation from the boat yards standpoint is volatile. Mooring infractions would carry a \$100 fine or removal of the mooring.

One thing that is clear is that in order for this department to carry out such a plan the Harbormasters Office needs additional help. Other towns in Massachusetts are carefully watching this controversy as the chance of spill over of this impact rests squarely on the shoulders of each city or town that has a harbor.

### **Bulkhead Repair and Harbor Improvements**

Owing to rusted out anchor ties the Allen Harbor Town Bulkhead was again been revived to live a third life. The department had been monitoring the slow collapse of the north-south bulkhead at Allen Harbor after it was noticed that a conspicuous bulge was developing at the Boat Ramp end in March. This was the same situation that occurred a little over ten years before because of electrolysis eating out the dead-men tie-backs. At that time the full wall surged forward creating a crevasse. However, this time quick work by the Town through emergency funding has kept the extent and cost of the damage to a minimum. A bid for \$49,000 was awarded to Reagan Construction Corp. of Middletown, RI who replaced all the underpinnings according to a plan drawn by the Engineering Department.



The replacement of the final 18 additional power centers has completed our plan of replacing all the working power posts at Saquatucket harbor. The new system from Marina Power and Lighting of Florida gives our municipal marina a new and updated look and at the same time more efficient night time lighting. Our needs for desperately needed power accessibility on the docks have been met for now.

### **Kayak Safety Bill**

A tragedy that every harbormaster dreads prompted us to seek redress by the Massachusetts General Court. On a seasonably warm Columbus Day, two young women paddled off into the fog at Ayer Lane never to be seen alive again. What ensued was a two day recovery operation by Coast Guard, Harbormasters, Police and Fire. What is more important is that we have moved Representative Shirley Gomes and State Senator Robert O'Leary to file a kayak safety Bill to require that paddlers wear their life jackets year-round while moving on the water.

Too often kayakers are seen not wearing their life jackets, even when conditions merit it. Further, open recreational kayaks are usually sold without flotation. A typical capsize or swamping leaves these light plastic vessels awash and with no chance for self-rescue or even using the floating hull as a raft, the chance of drowning and/or dying from hypothermia increases dramatically. Harbormasters believe further the proposed requirement of a whistle attached to the life jacket and a compass is a minimal requirement for safety for even the least experienced paddler. The bill is being called the Mary Jagoda and Sarah Aronoff Kayak Safety Amendment to MGL Chapter 90B. Had they had a compass or whistle a happy return to the beach would have almost been guaranteed. The submerged kayaks and Jagoda's body was found 14 miles from where they began more than 36 hours later. Aronoff's body has not yet been found. Neither was wearing a PFD.

### **AVERT**

The tragedy that befell the kayakers became the inspiration for the Harwich and Chatham Harbormasters to put their collective heads together and create a new volunteer group of boaters mostly fishermen to be first responders when need arises. Early resources at the time of a reported missing person or missing boat, whether on land or sea, are critical to having a happy ending. Daylight and good visibility are usually at a premium in cases where people are lost at sea. It was in response to the advice of several fishermen that the All-Volunteer Emergency Response Team (AVERT) is being formed.

### **Tuna Landings**

The Blue fin season got off to a rocky start with the first tuna not being landed until September 5th. A total of 51 permits were sold representing 41% fewer boats chasing fish than in 2002. Although the daily record of 90 fish



came this year in October, the overall landing and long frustrating periods of poor fishing were extended for most of September with a real bight not coming until October. Our system of controlling and monitoring landings through an extended corps of assistant harbor masters worked well giving us the controls we need to ensure that everyone is playing by the rules and paying their fees. The tuna fleet is highly regulated also being monitored by State Environmental Police, The National Marine Fisheries Service, US Customs Agents, as well as the Coast Guard. Effectively, several infractions were caught and dealt with to the extent of law including exceeding bag limits.

Tuna time is an exciting moment for Harwich Port and brings a significant boost to the local economy that we have grown to enjoy.

The Board of Selectmen voted to follow the recommendation of the Insurance Advisory Committee requiring passenger boats carry a minimum requirement of \$500,000 liability policy for personal injury.

**Herring River Bridge back in order**

The Mass Highway Department completed without mishap and ahead of schedule the replacement deck for the Lower County Road Bridge. The punch list of boater concerns was addressed on the project. The new structure actually improved the overhead clearance of the bridge now a full 11 feet at MHW. All bolt heads within the channel bay were counter sunk. Tidal boards were also added on either side of the bridge by this office in August to improve the mariners understanding of anticipating clearance heights.

A new breakwater tower and flashing light was constructed and replaced the old stanchion at Herring River.

**Income and Budget**

The Harbor Department could not escape the hand of the budget crunch under the recommendation of the Town Administrator. Overall the harbor budget sustained a massive 14.75% cut leaving us to take somewhat of a triage approach to how we deal with repairs, keeping the core intact. At the same time dockage and harbor usage fees were increased a total of 10% across the board.

	RECEIPTS	RECEIPTS
HARBOR INCOME	2003	2002
Saquatucket Dockage	238,424	322,819
Visitor Dockage	214,204	199,295
Offload Permits	43,376	57,580
Fuel Dock Commission	29,775	32,226
Mooring Fees	23,963	30,901
Ramp Fee Collected	22,081	20,465
Allen Harbor Dockage	13,559	14,085

List Waiting Fee	11,148	8,309
Allen Harbor Winter Storage	9,350	8,500
Wychmere Town Pier	5,692	16,345
Ice Receipts	1,755	1,712
Refund	(5,071)	(1,412)
<b>Total</b>	<b>608,257</b>	<b>710,825</b>

Deposits on 2003 (collected 2002)	166,144	0.00
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<b>Total 2003 fees generated</b>	<b>774,401</b>	<b>8.94%</b>	<b>710,825</b>
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Harbor Expense Budget	73,435	-14.75%	86,145
Salaries & Wages	215,642	3.17%	209,026

<b>NET</b>	<b>485,324</b>	<b>16.76%</b>	<b>415,654</b>
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### **Commercial fishermen subject to massive loss in work days**

Harwich Port's commercial fishing fleet made up of small ground-fish vessels using lightweight trawl gear, have on average been reduced from 97 to 53 days at sea by law. Overall this represents a 44% reduction in days at sea with many vessels receiving even less allocation. All this makes it harder and harder for each fishermen to operate in the black.

There is a little hope the plan which currently allows fishermen the opportunity to lease additional days at sea from other fishing vessels can do them immediate good. The biggest change this year was that the sector allocation was approved and that 20% of all cod caught on Georges Bank is now guaranteed for hook fishing vessels.

Harwich fishermen participated in a haddock assessment program that paid them to go into certain closed areas of Georges Bank to demonstrate that haddock can be selectively caught with herring baited hooks without a cod bycatch. Every indication is a gigantic haddock class is coming of age, perhaps even greater than in the heyday years of the 1960's when 100,000 tons a year were hauled out of local waters. Thirteen of our cod fishermen also participated in an ongoing cod-tagging program as part of a migration and distribution study that is gleaning new information.

### **Shellfish Quahog Dragging opened in Nantucket Sound**

Owing to a report of a good stock of shellfish and a dramatic need for commercial fishermen to diversify, the Board of Selectmen opened portions of Nantucket Sound to deep-water hydraulic power dredging early in the year. Requirements mean shellfishermen must have an appropriate commercial boat and offloading permit for use of town docks. All shellfish must be offloaded at



a town of Harwich landing. Vessels in the fishery that do not have an offloading permit can have no more than a 90 horsepower engine.

The allowable catch limit for quahogs is 40 bushels per day, per vessel with a limit on littlenecks of 20 bushels per day. Quahogs in anyway fitting through a two-and-a-half-inch ring must be counted as littlenecks. Catch limits may be changed on the recommendation of the Division of Marine Fisheries. At the close of the year the vessels have stayed out in the more lucrative deeper federal waters (outside 3 nautical miles) and have ventured infrequently into this Town zone.

### **Shellfish Laboratory 10th Anniversary**

The Shellfish Laboratory celebrated its' 10th year of rearing shellfish. In that time, Harwich raised nearly 20 million quahog seed. More than 2.1 million quahog seed were reared throughout the summer in the lab and grew from (1-3 mm) to an average of (9 mm) in size. A significant amount of quahog seed grew to as large as 25 mm. While a portion of our quahog seed was purchased independently by the Town, the majority of the seed was the result of a Barnstable County Seed Grant Program. Routinely, the Shellfish Seed Program has purchased seed from a variety of hatcheries. The Division of Marine Fisheries allotted the entire contract for quantity, quality, and price to Aquaculture Research Corporation (ARC) for all of the seed for the program this year.

The Harwich Shellfish Lab was also the site of our sixth high school summer aquaculture internship program. The six week program, managed by Heinz Proft, enabled students, Ben Lattimer, Liam Thomson, and Matt Brown along with teaching supervisor Mr. Robert Smeltzer to work closely with the Natural Resources Department to monitor and maintain the Shellfish nursery during its' busiest time. The lab, open to the general public, received over 350 visitors this year bringing our total to nearly 3,000 visitors in the past 6 years. Funding for the internship program was received from the Barnstable County Enhancement Grant Program and the Town of Harwich. The shellfish from the lab were seeded in Herring River, Allen Harbor, Oyster Creek, Wychmere Harbor, Saquatucket Harbor, Pleasant Bay/Muddy Creek, and Round Cove.

The lab reared quahog seed were tested as required by DMF for Dermo, QPX, and an array of other harmful parasites before they can be broadcast throughout the local shellfishing areas. This has been the third consecutive year for such testing and once again our shellfish received a clean bill of health from the shellfish pathology department at the Marine Biological Laboratory, Woods Hole.

### **Warden Volunteers help make Department Functional**

To patrol the local shellfishing flats we again relied on the assistance pro-



vided by our dedicated group of volunteer shellfish wardens. Jim Coyle, Ron Saulnier, and Dean Knight were very generous with their time and energy. The assistance provided by our volunteer corps certainly makes the Natural Resources Department a more efficient, more productive group. We thank all our volunteers for their effort.

### **2003 Shellfish Permits Sold**

Resident Family	280	\$1650
Non-Resident Family	25	\$375
Commercial	6	\$240
Seniors	73	\$219
One-Day Non-Resident	<u>25</u>	<u>\$375</u>
<b>TOTAL</b>	<b>409</b>	<b>\$2859</b>

### **Herring Run Repair and Future Policy**

In order to have Johnson's Flume functioning properly this spring a rubber liner was fabricated and placed in the lower flume. This liner helped to prevent the escape of water though the rusted sides of the lower ladder and kept the movement of fish upstream as a temporary measure. In the mean time, the Town received approval of a grant from the US Soil Conservation and Natural Resources Service to fund the replacement of the rusted out steel flume with a concrete structure. A low bid was awarded to MMC Mechanical Contractors of Braintree for \$35,000 who must complete the project by April 1st. Because of the reimbursement nature of this grant, the Finance Committee has allowed some sound yet creative financing for this emergency project to go forward without an article through use and reimbursement of the reserve fund.

Owing to droughts of the recent past, it was a very poor run of herring as anticipated. So bad that most of the time during the eight weeks of the run it was very hard for a permit holder to catch but a few herring instead of a generous five-gallon pail full. Since the recovery of herring is in a three-year cycle the expectation for a poor run is cemented through 2006. The Natural Resources Department recommended that at the very least the alewife limits be reduced and a complete moratorium be instituted.

Although the herring run this year was a disappointment, several factors including previous drought years and low water levels contributed to severe reduction in migrating herring up through the herring ladder. Herring were observed in the fish ladder from March 18th, through June 10th, 2003. The Natural Resources Department had volunteer herring wardens specifically designated to help address the issues and regulations surrounding the herring run on a daily basis. We would like to thank Michael Sekerak, Garry and Sue Stephens, Jack Schultz, Dean Knight, and Paul Eldredge for the help they provided at the herring run.

The Natural Resources Department submitted a Notice of Intent and received permission to maintain the river and keep it free of obstructions for the next 5 years before April 15th. This will allow the Department to tackle the problems as soon as they occur without having to revisit the permitting parties each time the Herring River needs attention. We would like to thank the members of the Barnstable County Americorps who have helped on several occasions to clear debris and obstructions from the Herring River and associated tributaries.

### **Phytoplankton Monitoring Program and Water Quality Data**

The ongoing collection of scientific data continued in 2003 including our involvement with the Massachusetts Phytoplankton Monitoring Program. This program was coordinated by the Massachusetts Division of Marine Fisheries and involved collecting data from 18 stations along the coast of Massachusetts including the Cape and Islands to determine the location and densities of potential toxin producing phytoplankton.

Local water quality monitoring continued in full force sampling Saquatucket Harbor, Wychmere Harbor, Allen Harbor, Herring River, and 12 freshwater ponds. These areas were simultaneously sampled several times throughout the summer in order to continue collecting reliable water quality for our database. The database includes nitrates, phosphates, chlorophyll, dissolved oxygen levels, and fecal coliform levels for each station.

A project of this magnitude could only be completed with the dedication of our hard working volunteers – Ken Pedini, Charles McAdams, Mary Henry, Stan Kocot, Alan Atkinson, Pete Watson, Jane Myers, Virginia Nabors, Barbara Murphy, Anne Watson, Bill Myers, Nancy McCarter, Frank Sampson, Anne and Abigail Hynes, Rich Houston, Bob and Trudy Goodwin, Bill Clary, Walter Gonet, Ron Bellengi, Jay Kennedy, Ed Molnar, Catherine Paris, Patti Gregory, George Whitehead, Peg Mulligan, Tony Piro, Matt Brown, Michael and Jo Schreibman, Paul and Joann Ralston, Dave Robinson, Lorraine Donnelly, Bill Otis, John and Lynn Blitzler, Charlie and Judy Donovan, Mike and Kathy Arcangeli, Richard and Sandy Bolduc, Al Winchell, Terry Gavin, Deborah O'Connor, John Howes, Dawn Collins, Dannette Gonsalves, Chet Burg, Betty Bagshaw, John Graves, and Linda Schultz. Harwich also continued its' water quality sampling as part of the Pleasant Bay Resource Management Alliance and would like to thank Al and Barbara Williams, Dave Bennett, George Cooper, Bill Clarey, Dan Hamilton, Anne and Abigail Hynes, Rich Houston, Martin Gardiner, Jean Raymond, Tina Maloney, and Walt McClean for their assistance.

Oceanographic data collection from Nantucket Sound was also completed using the Harbormaster vessel Commander. This was the sixth year that such data as water temperature, water salinity, dissolved oxygen, and turbidity were recorded from the sampling locations for our ongoing database.



## **Allen Harbor Watershed Study**

A fecal coliform study of the Allen's Harbor Watershed was completed by the environmental engineers and scientists at Stearns & Wheeler, LLC. The primary goal of the study was to identify the most likely sources of fecal coliform in the watershed and then to make recommendations to mitigate the sources and reduce the health risks associated with shellfish closures and water recreation in the Harbor. The report drew some interesting conclusions implicating the ever present raccoon as a significant contributor to the fecal coliform loading to the area. Raccoon reproduce and prey on the fiddler crab populations within the estuary.

The Harwich Natural Resources Department continues to receive assistance on many projects from volunteers. A great deal of thanks is extended to Bob Cooney and Jen Buadanza who spent many summer days and evenings tending to the shellfish lab.

## **Seaweed Problems plague Harwich Beach**

Complaints about nuisance seaweed at Red River reached this office in August. The town has tried to address seaweed problems along Red River Beach over the years using many different techniques but it is an effort that is up against several factors that continue piling of the tubular seaweed which include strong southwest winds and moon tides. Efforts to stock pile the weed in a "Dune Restoration" project at the west end of Red River beach have contributed to the release of methane from the inefficient breakdown of the material. Further, some believe that the presence of an enormous volume of dead slipper shells, *Crepidula fornicata*, have added its share of offensive smell from the dying protein.

In August, the County Extension Service recommended we seek advice from Tom Constantine, an odor expert from Global Odor Control, New Bedford. He visited the site with Tom Leach and said there was no way the odor problem could be controlled on site as the town was attempting to do. The dune restoration effort was not a composting plan which literally would require huge volumes of dead leaves and wood chips and aeration to be successful. Red River is not the appropriate site.

At the suggestion agriculture agent Bill Clark the Harwich Natural Resources Department shipped a representative sample of the weed and shells to the analytical Lab at the University of Maine for a compost analysis report which reported surprising little nitrogen in the sample but very high conductivity which may indicate that the use of the final compost may have limitations as a fertilizer since sensitivity for plants begins at >5.0 conductivity.



**STANDARD ANALYSIS (Red River seaweed sample 10/23/03)**

<b>Parameter</b>	<b>Dry Basis</b>	<b>As is Basis</b>
Total Solids (%)	-----	5.9
Total Carbon (%)	15.8	0.9
Total Nitrogen (%)	0.89	0.05
Total Potassium (%)	2.27	0.13
Total Phosphorous (%)	1.36	0.08
Volatile Solids (%)	48.8	2.9
Bulk Density (lbs/cu.yd)	-----	800
C:N Ratio	-----	17.5
Conductivity	-----	89.0

In November a southeasterly storm brought a huge codium mat off Nantucket Sound through the narrow channel and effectively plugged Wychmere Harbor for more than a week. Later, owing to a huge NW wind-storm and high course tide in November virtually all of the seaweed floated free away from Red River beach leaving the rows of slipper shells. Of course, Harwich cannot count on nature removing seaweed in the future and a solid answer to its control remains short-lived.

**Homeland Security**

During this period of Homeland Security both Tom Leach and Heinz Proft attended several port security meetings to make us aware of the risks associated with waterfront terrorism particularly in ports with passenger ferry services. Many harbormasters in Massachusetts were invited under Seaport Bond Funding from the Homeland Security Act to attend training to update or gain a Merchant Marine license. Tom Leach and Assistant Harbormaster Peter McDermott attended the Northeast Maritime Institute in Fairhaven and each qualified for a 50 ton captains license with commercial assistance towing endorsement.

Just when we thought we knew a lot about harbors and their management we continue to relive problems and find solutions many of which come from suggestions of the public and boaters. We are left with this parting thought.... ask not what your harbor can do for you, ask what you can do for your harbor!

Respectfully submitted,

Thomas E. Leach, *Harbormaster/ Natural Resources Director*  
Heinz M. Proft, *Assistant*

## *Report of the* **Bikeways Committee**

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With no new construction in 2003 the committee had a chance to look ahead, and has continued to explore Bike Routes leading off the trail into the villages. Rather than have visitors just ride on through Harwich, we hope that they will use Lothrop Avenue, Bank Street and Depot Road to explore shopping and the beaches. These routes will also be signed "Share the Road" for safety.

Thanks to the Harwich Police and Fire Departments who keep Harwich safe for cyclists. Please make their job a lot easier by always wearing a properly fitted helmet no matter how old you are!

We really appreciate the efforts of the Harwich Division of Highways and Maintenance, especially the Park and Beaches Department, Highway Department and the Building Maintenance Department for the year-round maintenance and upkeep of almost 9 miles of Harwich bike trails.

Thanks to the trail abutters and folks who use the trail year-round for keeping the trail free of trash and litter. Special thanks to Don Roberts and all the employees at The Bike Depot for help with cleanups and maintenance all year long. However, it's up to all of us to do our part. Several abutters have deliberately disposed of leaves and brush along the trail, and that's not helping. Also, several vehicles have been parking along the right of way. Remember, the Town of Harwich owns the former railroad bed where the "new" trail was built, and this corridor is over 80-feet wide. It is not only illegal to drive on the trail, but it's extremely dangerous.

Speaking of keeping the trail in good shape, those who walk their dogs along the bike trail must pick up after their pets! Use the Mutt Mitts provided for that purpose. And please, keep your pets on a leash while you're on the trail so they're safely out of the way of bicycles and joggers.

Thanks to Harwich Pet Supply and Pleasant Bay Animal Hospital for providing the Mutt Mitt refills. All that stuff is not biodegradable, so please get it off the trail and shoulder. If you think it's OK to not clean it up, then "not clean it up" in your own yard!

In 2003 we met on a more frequent basis with several other towns along the rail trail to try to solve our common problems, such as consistent signage and safe crossings. With the help of Brewster, Orleans and Eastham we held our first annual Tour De Trail in October. We met at Nickerson State Park and rode to Dennis and back in the morning and Wellfleet and back to the park in

the afternoon. The total mileage was a little over 45 miles and it was a great ride, including a stop at the Bike Depot for cold drinks and energy food.

Members of the committee and several HPD officers spent the better part of a Saturday in September manning one of the trail census points to get a count of bikes, pedestrians, etc., using the trail. The count showed that nearly 10% of users have tandems, trailers or 3rd-wheel "tagalongs". We hope these figures will help Nickerson State Park staff convince the State to fund some sorely needed maintenance along the original Cape Cod Rail Trail.

We're very pleased to have the first Junior Member on any Town Committee. Matt Van Gelder, 15, will serve as an active, non-voting member from January 1 through June 30, 2004. We look forward to his perspective on better cycling for everyone in Harwich.

Finally, we hope to see the completion of the trail from the Harwich line all the way into Chatham during 2004.

*Harwich Bikeways Committee*

Hugh "Tim" Millar, *Chair*

Bill Reuss, *Vice Chair*

Lew Ashton

Albert Cline

Bob Marshall

Barry Worth

Maurice Yoffee

Sgt. Richard Sayers, *Harwich Police Department,*

*Ex-officio member*

Matt Van Gelder, *Junior Member*



# *Report of the* **Harwich Community Center Facilities Committee**

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The Community Center Facilities Committee, with the dedicated support and leadership of the Community Center Director, has had another very active year. Attendance and usage continues to increase.

With the Software donated by Peter and Paul Anderson of e-Motion Management, tracking more accurate statistics of the use of rooms in the building is now possible.

Statistics as of November 1, 2003:

Count of booked half hours, per month, 3,559.

Count of daily customer visits per day, 734.

Given the statistics above, some 19,818 people, on average, per month, visit the Community Center.

In addition to giving us more accurate statistics, the Software also allows better communication with the individuals utilizing the rooms within the building.

Guest Tickets are sent out to every individual that books a room in the Community Center. This ticket is sent out on a monthly basis. The ticket allows us to keep more accurate records, as well as allows the guest to confirm the information we have, allowing them to make changes or cancellations in a timely manner, if necessary.

The Weight Room continues to be one of the most popular services available in the Community Center.

Last year, at this time when we reported to you, the Weight Room had generated \$17,750.00 from user fees. This year, we are at \$19,750.00, which breaks down into 329 full time memberships at \$50.00 a year, equaling \$16,450.00. One hundred two (102) half time memberships at \$25.00 equals \$2,550.00 and five family memberships (family is defined as four or more members in the same household) at \$150.00 equaling \$750.00, for the total of \$19,750.00

The Center continues to implement holiday celebrations on Halloween and Independence Day (July 4th), for families and children of all ages, with increased attendance.

In addition to the many exercise classes that are offered, the Community Center staff inaugurated computer education classes for all ages. A new pro-

gram for middle schoolers and their family provides a Friday night movie and evening out for the family:

This wide range of Activities is made possible through the dedicated leadership of our manager, Carolyn Carey and her staff. However, we recognize that their days are augmented by dedicated Volunteers:

Doris Allen, Receptionist and Administrative Assistant 4 days per week

Judy Newton, Receptionist Mondays

Sandy Compton, Receptionist Fridays

Ellie Smith, Building Monitor, Opens Building 5 days per week at 6:00am for weight room use.

Marge Donnelly, Edith Wheat, Betty Pino and all the other Channel 18 volunteers for their support of every Community Celebration.

Eric Sewer, Musician for his art at all the Community Celebrations

The Committee continues to be mindful of the budgetary constraints facing the Town and continues to monitor costs and look for ways economically to serve the COA, Youth and Recreation, Channel 18 and the Community. To this end the Goals of the Committee for FY04 are:

- a. Establish a Revolving Fund
- b. Establish reasonable User Fees for space use to offset operating costs of Center operations and overhead costs to the Town for a variety of services.
- c. Continue to work with the Recreation and Youth Commission and the Council on Aging to clarify User Fees and independent contractor fees and costs.
- d. Develop a secure storage plan for the basement area, for Recreation and Youth Commission, C O A, Channel 18, the Community Center, Town Clerk, Town Beach and Transfer Station stickers.
- e. Develop a means in light of budgetary constraints to produce funds to increase available time for usage to meet the continuing requests of the Community.

The Facilities Committee continues to see the benefit and necessity of the Community Center. We continue to work with each group, organization and individual to help meet their needs.

Although we continue to benefit from the various groups, who utilize the facility, we are especially grateful to the Rose Society for their work beautifying the Center. It has been said we have one of the largest rose gardens on the East Coast and like the Community Center, still growing.

James B. Tompkins, *Chairman*  
Francis Crowley  
Brian Power

Carolyn B. Carey, *Director*  
Beverly Kelsey  
James M. Noonan



## Report of the **Pleasant Bay Resource Management Alliance**

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The Pleasant Bay Resource Management Alliance is an organization formed by the Towns of Chatham, Orleans and Harwich to coordinate implementation of the Pleasant Bay Resource Management Plan. The Alliance has a Steering Committee with one member and one alternate member appointed by each town's Board of Selectmen. The Steering Committee is supported by a Technical Resource Committee consisting of resource management professionals from each town, and representatives of Massachusetts Coastal Zone Management, the Cape Cod Commission and the Cape Cod National Seashore. A coordinator for the Alliance manages implementation activities with the committees. Information about the Alliance is found at [www.pleasantbay.org](http://www.pleasantbay.org).

May 2003 Town Meetings in the Alliance towns approved the *Pleasant Bay Resource Management Plan Update*. Subsequently, Secretary of Environmental Affairs Ellen Roy Herzfelder approved the update. In her letter of approval, Secretary Herzfelder called the five-year plan update "a model of coordinated municipal and regional planning and management of sensitive resources that other ACECs and communities across the Commonwealth can use as an example."

The update, which augments the 1998 approved plan, provides a summary of implementation actions undertaken by the Pleasant Bay Alliance towns over the past five years, recommendations to be carried forward, and new recommendations and actions to be undertaken during the coming five years of coordinated management activity. Program areas include water quality monitoring, watershed planning, wetlands protection, boating safety, shoreline dynamics, and habitat monitoring.

The Alliance completed the fourth season of bay-wide water quality monitoring. Many thanks are offered to the more than 100 volunteers who collected water quality samples and recorded field information across the Bay from June through September. Water quality samples are analyzed at the SMAST Laboratory at UMASS-Dartmouth. The Alliance will publish the third annual Pleasant Bay Water Quality Interim Report.

The Alliance continued its discussions with managers of the Massachusetts Estuaries Project to ensure that nutrient modeling of the entire Bay occurs as early as possible. As a result of these discussions, Pleasant Bay was given priority status in the program. The Alliance will ask the 2004 Annual Town



Meeting to provide the Town of Harwich's local contribution share of funding for the program. The Town of Chatham has committed its share of funds to the project, and the Alliance is also working with the Town of Orleans to assemble its share. The modeling will provide important information for use in wastewater planning.

The Alliance also continued its work in the areas of watershed planning, shoreline dynamics, wetlands protection, and ecological inventorying.

The Alliance appreciates the Town's on-going financial support and commitment toward its efforts to preserve the natural resources and public enjoyment of Pleasant Bay.

Respectfully Submitted By:

Allin Thompson, Jr., *Steering Committee*

Larry Ballantine, *Steering Committee*

Charleen Greenhalgh, *Assistant Town Planner*

Thomas Leach, *Harbormaster/NRO*

Frank Sampson, *Board of Health*

John Chatham, *Conservation Administrator*

Carole Ridley, *Coordinator*

## *Report of the* **Real Estate & Open Space Committee**

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During 2003, the Real Estate & Open Space Committee continued to work closely with Town Manager Wayne Melville, the Board of Selectmen, other town boards, and officials to identify and purchase critical open space parcels in Harwich. A milestone success occurred when the Town with Land Bank funds and significant support from the non-profit Harwich Conservation Trust (HCT), a local land trust working to protect our land and water resources since 1988, preserved the largest undeveloped, shorefront property in the Pleasant Bay Watershed.

Part of a regional Area of Critical Environmental Concern, this top priority 42.5-acre property stretches along Monomoy River, also called Muddy Creek, which flows into Pleasant Bay. This land connects to 35 acres of Town Conservation Land as well as 30 acres of Town Water Department Land with two public drinking water supply wells. Important wildlife habitat, scenic views from busy Route 28, and walking trail opportunities have been protected with assistance not only from Harwich Conservation Trust, but also from the Trust for Public Land, The Compact of Cape Cod Conservation Trusts, many other organizations, and most importantly, citizens in Harwich and beyond.

Earlier in August, Town Meeting unanimously approved the purchase of 7.86 acres on Robbins Pond. This purchase protects globally rare coastal plain pondshore habitat, water quality, rare species, and links to over 78 acres of adjacent Town Conservation Land with walking trails.

The Committee actively seeks to stretch your Land Bank dollars by pursuing state Self-Help grants. For example in 2002, with assistance from Town Planner Susan Leven, the Town received a \$250,000 matching grant for a 13-acre parcel linking Walker's Pond to approximately 218 acres of Hawksnest State Park. We await word on another pending \$500,000 Self-Help grant application.

The Committee continues to meet with property owners to explore opportunities for permanently protecting their family lands. We are all acutely aware that our open space resources are dwindling with continued development pressure. We are committed to preserving priority lands to help protect water resources, wildlife habitat, scenic views, walking trails, and our quality of life for Harwich residents, visitors, and future generations.

We are grateful for the cooperation and enthusiastic support we have received from town residents and officials. Thanks to the Land Bank fund and your support, we have protected over 310 acres of open space in almost six years. We look forward to continuing our efforts in the new year.

Members:

Isabel Smith, *Chair*

Hugh "Tim" Millar

Paul Widegren

Margo Fenn

Robert Neese

Douglas Stanford

Francis Worrell



## *Report of the* **Harwich Center Initiative**

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The Harwich Center Initiative met regularly every month this past year. I want to thank the members for all their help, Ruth Kitchen, Chris Wood, Paul Anastasio, Forrest Eaton, Ed McManus, Brian Murphy, Greg Winston, Stan Vizard. Two members resigned this year, - Jean McLaughlin and Bill Reuss. We appreciate their time and efforts. We welcome two new members, Suzy McDowell and Bob Bradley. Our thanks and appreciation also to Sergeant Richard Sayers and Sue Leven, Town Planner.

The Harwich Center Initiative continued to push forward the goals and objectives it established in 2000 for a plan of improvements in the Main Street area of Harwich Center. With start-up funds received from the Town in 2001 we were able to put into place certain visual enhancements such as the kiosk, flags and planters. These were upgraded this year.

The kiosk is presently undergoing further completion with a charming finial and trimwork paint job. A new logo for the Initiative was designed and transposed to new flags for Harwich Center. Businesses, organizations and property owners in the Center were very responsive to the purchase of these flags which were hung along Main Street. This Spring attractive planters were purchased, planted and placed in front of businesses and Town buildings on Main Street. Some bike racks were installed as well.

The main focus of the Initiative this year was the search of funds for the implementation of a final design plan for Harwich Center taken from the conceptual, preliminary plan drawn by the Cecil Architectural Group last year. With encouragement from the Massachusetts Department of Housing and Community Development we began the process of applying for a CDBG (Community Development and Block Grant).

We received an overwhelming response of support from members of the community during this time. Because of time restraints, however, we were unable to meet the deadline for the Spring 2003 round but will be ready to submit our application package in January 2004 for the next round.

Our goal this coming year is the continuing search for financial assistance to move forward the plan for improvements in Harwich Center

Meanwhile, we express our appreciation and thanks for the support of the various Town departments, commissions, committees as well as local organizations and businesses in helping the Initiative accomplish its goals for Harwich Center.

The members of the Harwich Center Initiative thank the Board of Selectmen for their continuing support.

Respectfully submitted,

Betty Schneiderhan, *Chairperson*  
*Harwich Center Initiative*  
December 2003

Committee Members

Suzy McDowell  
Ed McManus  
Greg Winston  
Ruth Kitchen  
Stan Vizard  
Forest Eaton, Sr.  
Brian Murphy  
Paul Anastasio  
Chris Wood  
Bob Bradley  
Betty Schneiderhan

Advisory Members

Susan Leven  
Robert Widegren

## *Report of the* **Conservation Commission**

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The seven member Commission appointed by the Board of Selectmen is charged with administering the Harwich Wetlands Protection Bylaw and the Massachusetts Wetlands Protection Act, which includes the Rivers Protection Act. Other responsibilities include management and oversight for approximately 700 acres of open space in Harwich. The Commission also provides administrative support to the operation of our Town Gardens.

The Conservation Commission for 2003 was chaired by Terry Bauer. Chester Berg was elected Vice-Chairman and Robert Bourgoin as Board Clerk. The other members of the Commission included Lindsay Strode, Marcy Ford and Charlie Palmer. Our seventh and newest member, appointed in 2003 was William Zoino. The Town of Harwich is fortunate to have a diversified group of professionals on this Commission. The protection and management of our fragile environment requires Commission members who are willing to give of their time and energy. As our community continues to grow, the Commission's task of mitigating the impacts of that growth becomes increasingly more important.

In 2003, the Commission was successful in developing regulations to strengthen our local Wetland Protection Bylaw. We now have performance standards in the areas that we regulate. We will be working on continuing to add to those regulations in the coming year. The Commission has also been successful in implementing management plans which were previously adopted for some of our larger conservation areas. A local fee schedule was also adopted this past year which has helped with our administrative costs.

During the year 2003 the Commission and staff averaged between 10 and 15 site visits a week. The Commission held public hearings twice each month. During the year these public hearings included: 21 Request for Determination of Applicability filings; 71 Notice of Intent filings; 10 filings requesting hearings to Amend Orders of Conditions; 70 Orders of Conditions including Amended Orders of Conditions were issued; 62 Certificates of Compliance; 11 Extension Permits were issued; 18 Violations and Enforcements were addressed as were approximately 24 miscellaneous requests. In addition, other areas where the Commission was active in 2003 included: Town Garden water issues, Red River Beach seaweed concerns, shoreline structures and legal issues. A new application procedure was approved by the Commission in 2003. It is the Administrative Review application that does not require full



Commission review. It allows the Conservation Administrator to approve work in certain buffer areas. This streamlined process accounted for 32 projects last year.

The Commission members and staff strive to develop a consistent approach to all applications. Each environmental project presented to the Commission is unique and must be judged on its own merits, which make it difficult to issue the same decisions. The objective is to protect the natural resources of the community for its citizens and future generations.

The Commission wishes to thank its staff John Chatham, Conservation Administrator, Carol Genatossio, Administrative Secretary, and Nancy Roy, Recording Secretary for all the work they do in providing the Commission professional leadership. The Commission would also like to thank the Board of Selectmen, the Town Administrator, all other Town Boards and Commissions and the citizens of the Town for all their support over the past year.

Respectfully submitted:

Terry Bauer, *Chair*

Chester Berg, *Vice Chair*

Robert Bourgoin, *Clerk*

Lindsay Strobe

Marcy Ford

Charlie Palmer

William Zoino

John Chatham, *Conservation Administrator*

Carol Genatossio, *Secretary*

Nancy Roy, *Recording Secretary*

## *Report of* **Harwich Waterways Commission**

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The Waterways Commission experienced a difficult year. The demand for moorings and slips in town has created a waiting list that takes more than 10 years to get to the top. Faced with numerous individual complaints, a scathing report issued by The Inspector General of the Commonwealth of Massachusetts, the Commission spent the year attempting to write a new system. The goal was a plan that was fair and equitable for all, individuals and marine related businesses.

That process brought several charges of conflicts of interest, among the Commission members, later found to be non-existent. Town committees need to be made up of people with knowledge of that subject, who can act beyond their own personal interests. This year members needed to ignore a lot of unfounded charges and accusations, and try to change the waiting list and mooring distribution system that had been working in the Town of Harwich for many years. Sadly the year has brought a lot of uncertainty to mooring holders, marine related businesses, and those on the waiting lists about the future. The growing pains of a small coastal town, trying to meet the demands of an increasingly large boating public.

The Commission presented, the Board of Selectmen, their ideas on a mooring distribution and waiting list system in late November. These came from numerous meetings, with input from the public, marine businesses, and Town Officials. Public Hearings were held, and the Selectmen drafted a new Harbor Management Plan. The year ended with the process ongoing.

The Commission, itself, was affected with changes in membership, and leadership. To avoid any improprieties one member was not reappointed, one resigned, and a new chairperson was elected. I would like to thank Charles Beggs and Allen McMullen for their years of service on the Commission. I would also like to thank Matt Hart for his leadership as Chair of the Commission.

I welcome Dr. Murray Johnson, and Mr. Bill McShane, appointed to the Commission this year.

Many thanks go to members who have left the Commission, Mr. Charles Beggs, and Mr. Allen McMullen.

The coming year will bring implementation of new mooring regulations, and the Commission has been tasked with thoroughly analyzing and cleaning up the Harbor Management Plan. I hope the process will go smoothly and adversely effect many people or businesses.

Sincerely

Paul G. Donovan, *Chairman*

# SCHOOLS

*Report of the*  
**School Committee and  
Superintendent of Schools**

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**ORGANIZATION FOR THE YEAR 2003**

**SCHOOL COMMITTEE**

Mr. Robin Wilkins	Term Expires 2005
Mrs. Barbara Prindle-Eaton	Term Expires 2006
Mr. George Dinsmore	Term Expires 2004
Mr. Mark Russell	Term Expires 2006
Mr. Robert Carter	Term Expires 2005
Mr. Kyle Chaplic	Student Advisory Council
Ms. Kate Peter	Student Advisory Council

**SUPERINTENDENT OF SCHOOLS**

Rosemary Joseph

**SCHOOL NURSES**

Jeanne Keefe, R.N.  
Kathy Vohs, R.N.  
Karen Bairstow, R.N.

**SCHOOL PHYSICIANS**

David P. Doherty, M.D.  
Andrew C. Rigg, M.D.



## 2003-2004 SCHOOL COUNCIL MEMBERS

### **High School**

#### Parents

Louise Bergstrom  
Patricia Cavanaugh  
Vicki Provost  
Kathy Sullivan  
Victoria Theoharides

#### Students

Annie Lynch, Grade 12  
Suzanne Ellis, Grade 11  
Emily Jenkins, Grade 11

#### Staff

Robert Krol  
Anne Leete  
Robert Smeltzer

#### Community Representatives

Senna Fernandez  
Jacquie Scarbrough

### **Middle School**

#### Parents

Rob Thompson\*  
Victoria Theoharides  
Moiria McDermott

#### Staff

Mary Childress\*  
Peggy Chase - honorary  
Ginny McGeoch  
Kathy Mendoza

### **Elementary School**

#### Parents

Tammy Harper-Cloney\*  
Tammy Tansey  
Gary Logie  
Lena Burke  
Paul Kelley

#### Staff

Mary Ellen Caesar\*  
Amy Hirschberger  
Deborah Zabielski

\* denotes Co-Chair

## SCHOOL CALENDAR 2003-2004

School Opened Monday, September 4, 2003

Year Planned: 180 Days

### SCHOOL YEAR

September 4, 2003.....December 23, 2003

January 5, 2004.....February 13, 2004

February 23, 2004.....April 16, 2004

April 28, 2004.....June 17, 2004

### SCHOOLS NOT IN SESSION

Columbus Day	Monday, October 13, 2003
Veterans' Day	Tuesday, November 11, 2003
Thanksgiving Recess	Thursday & Friday, November 27 & 28, 2003
Holidays Recess	Wednesday, December 24, 2003-Monday, January 5, 2004
In-Service 1/2 day	January 14, 2004
Martin Luther King Day	Monday, January 19, 2004
Winter Recess	Monday, February 16-Friday, February 20, 2004
In-Service	Wednesday, March 17, 2004
Good Friday	Friday, April 9, 2004
Spring Recess	Monday, April 19-Friday, April 23, 2004
Memorial Day	Monday, May 31, 2004

### 2003

September	19
October	22
November	17
December	<u>17</u>
	75

### 2004

January	19
February	15
March	22
April	16
May	20
June	<u>13</u>
	105

## **HARWICH PUBLIC SCHOOLS**

Enrollment as of October 1, 2003

### **Harwich High School**

Grade 12	97
Grade 11	96
Grade 10	116
Grade 9	<u>121</u>
	430

### **Harwich Middle School**

Grade 8	136
Grade 7	135
Grade 6	113
Grade 5	<u>129</u>
	513

### **Harwich Elementary School**

Grade 4	105
Grade 3	116
Grade 2	124
Grade 1	92
Kdg.	116
Pre-K	<u>31</u>
	584

<b>Total</b>	<b>1527</b>
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## HARWICH HIGH SCHOOL

### 2003 Graduates

Jeremy David Armstrong	Brandee Gomez*	Addie O'Connor
Pashalis Baraklilis	Steven Arthur Harris Jr.	Shawna O'Loughlin
Jody Lynn Baran	Nicholas Charles	Michael C. O'Malley
John W. Barker*	Harwood*	Christopher R. Page
Katherine E. Bauer	Dylan Cronin Hedmark*	Brian Andrew Parker
Zachary Thomas Belli	Shawn Michael Heffernan	Bethany Madelon Pazolt
Suzanne Abigail	Colin J. Hindle	• Lawrence Dowd Perry
Bergstrom	Laura Meaghan Howell*	Jason D. Pike
Brenden Bessette	Jordan Michael Ignacio	Justine Marie Pistorino
Michael J. Broderick	Zoe Lyn Jenkins	Amelia Elizabeth Price
Eric Zane Burgess**	Keri Alicia Johnson	Joselyn Anna Marie
Daniel Thomas	Nathaniel James Keenan	Prudeaux
Burnham Jr.	Andrea Bangs Kelsey	William J. Rocco
Seth M. Capistrone*	Matthew Carl Laman	Adam Adrian Rose
Miguel A. Carr	Robin Marie Lambatos	Nina Lee Sager
Andrew Harrison	Adam Scott Laplante	Joannalynn Schmitt
Cavanaugh**	William Lazarescu	Andrew J. Simon
Amy Danielle Cieslinski*	Holly Joan	Craig R. Sorvillo
Anna Rockwood Clark	Nickerson-Leach	Samuel Benjamin
Shannon Elizabeth	Nicole Gabriela Leete* **	Speakman
Clouter*	Regina Michelle Legge	Timothy M. St. Croix
Taylor Cathleen Coombes	Grace Crockett Levy	Benjamin Nicholas
Kirsten Costa	Keith Liberty	Stallings
Ralph Costantini*	Megan Rose Mahan	Frederick George
Cody S. Crowell	Meghan McGillen* **	Stepanis III
Eranne E. Doane	Jared Scott McGuire	Julia Suzanne Szendrei
Neal Patrick Donovan	Floyd Lee McIntyre, Jr.	Whitney Nicole Tashjian
Andrew F. Eaton	Scott Andrew McMahan	Mandie Sue Tune
Heidi Eldredge	Matthew Aaron	Justin T. Turco
Peter James Eldredge	McVickar*	Jennifer Madeline Vohs
Noah T. Enslin	Michael C. Melville*	Bryan Keith Wade
Brooke Ann Falvey	Jessica Gabrielle	Katelyn E. Whelan*
James Michael Gately	Mongeau	Joanna Lyn White
David Abdul George	Tami Patricia Monteiro	Ryann Wietecha
Shannah J. Gingras*	Courtney Elisabeth Naylor	Maribeth Lynn Woods
		Joseph David Zabielski*

\*Members of National Honor Society

\*\*Class Officer

## CLASS MOTTO

"Go confidently in the direction of your dreams.

'Live the life you have imagined"-

**Henry David Thoreau**

**CLASS ADVISORS:** Mrs. Liane Biron and Ms. Erin Whittemore

Approximately 250 college applications were processed this year resulting in the following acceptances. Rather than listing only a student's choice, we felt it would be interesting and informative to list all of the acceptances for the Class of 2003 which numbered 75 different colleges and universities.

Anna Maria College	Newbury College
Assumption College	New Mexico State College
Barry University	New York University
Bentley College	Nichols College
Berklee College of Music	North Carolina State University
Boston College	Northeastern University
Boston University	Philadelphia University
Bridgewater State College	Plymouth State College
Bryant College	Quinnipiac University
Cape Cod Community College	Rensselaer Polytechnic Institute
Clark University	Roger Williams College
Clarkson University	Sacred Heart University
Colby-Sawyer College	Saint Michael's College
Daniel Webster College	Salem State College
Dean College	Salve Regina University
East Carolina University	School of the Museum of Fine Arts
Elon College	Southern Connecticut State University
Emerson College	Stonehill College
Embry-Riddle University	Suffolk University
Fitchburg State College	Syracuse University
Fordham University	University of Colorado
Framingham State College	University of Hartford
George Washington University	University of Maine/Orono
Georgia Institute of Technology	University of Mass/Amherst
Hofstra University	University of Mass/Dartmouth
Holy Cross College	University of New Hampshire
James Madison University	University of Rhode Island
Johnson and Wales University	University of Southern California
Keene State College	University of Southern Maine
Maine College of Art	University of Southern New Hampshire
Maine Maritime Academy	Vanderbilt University
Mass. College of Liberal Arts	Wentworth Institute of Technology
Mass. Maritime Academy	Western New England University
Methodist College	Westfield State College
Middlebury College	Wheaton College
Montserrat College of Art	Wheelock College
Mount Ida College	Worcester State College
N.E. Institute of Art & Communications	

## **BROOKS MEDAL RECIPIENTS 2003**

Grade 12	Nicole Gabriela Leete
Grade 8	Casey Keyes
Grade 4	Alyssia Pessolano

## **JOHNSON-ULM MEMORIAL SCHOLARSHIPS GRANTED FOR THE SCHOOL YEAR 2002-2003**

(90+ Average Over Their High School Career)

John Barker	Rensselaer Polytechnic Institute
Seth Capistran	University of Southern California
Ralph Costantini	Clarkson University
Shannon Clouter	Emerson College
Shannah Gingras	University of Southern New Hampshire
Brandee Gomez	Northeastern University
Nicholas Harwood	Embry-Riddle University
Dylan Hedmark	Syracuse University
Laura Howell	Fordham University
Zoe Jenkins	Northeastern University
Andrea Kelsey	Berklee College of Music
Nicole Leete	Quinnipiac University
Meghan McGillen	Middlebury College
Matthew McVickar	University of Massachusetts/Amherst
Michael Melville	St. Michael's College
Whitney Tashjian	College of the Holy Cross
Katelyn Whelan	Northeastern University
Joseph Zabielski	Stonehill College

## **2003 HERBERT R. MORSE MEMORIAL SCHOLARSHIP**

Joselyn Prudeaux	Cape Cod Community College
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## HARWICH ELEMENTARY SCHOOL

*Celebrate learning! Appreciate people! Respond respectfully!*

This is the Harwich Elementary School Mission as written by the School Improvement Council. Our School Improvement Council continues to work on improving student achievement and aligning budget with the school's needs. Our major goals are:

- Foster a nurturing and peaceful school environment
- Improve communication
- Develop methods to improve safety procedures
- Develop opportunities for continuing education and professional development
- Continue to develop, revise and enhance curricula.

To that end, our safety committee has revised the procedures for evacuation so that everyone meets at a central meeting place and so that every class has a "grab 'n go" bag for use in an evacuation emergency. Our recess-lunch committee has reviewed menus and aligned Health standards with the lunch program. Our Council has identified specific small class sizes as a benefit to both student learning and a calm environment. Programs such as "Project Wisdom" – morning announcements of inspiration and learning, "Caught Being Good" – certificates identifying examples of responsibility, intelligence, kindness, and courage, and All School Meeting – an opportunity once a week for the entire school community to assemble for celebrating learning and one another support our school goals, as well.

Our newly renovated and expanded school was officially dedicated on June 1, 2003. At that time we were able to publicly thank the Building Committee and the Community of Harwich for the opportunity to educate our young citizens in a state-of-the-art *School of the 21st Century*.

As the 2002-2003 school year ended many special occasions and special people were celebrated. Our new Library Media Center was dedicated to retired Principal Walter Nagle and the Professional Development section of the LMC was dedicated to former school nurse, Adeline Peabody. Shortly after our dedication, we said "good-bye" to retiring Assistant Principal Marvin Stout at a celebration where students accepted (in his honor) an American Flag and an engraved, brass stanchion for the newly renovated Activity Room. These were great opportunities to honor the service of our former dedicated educators.

During the summer, Grade 1 teacher, Ann Santacroce, retired after 30 years with the Harwich Elementary School. She was honored in the fall for her many years of service to the young students of Harwich.

We have welcomed back Kathleen Dunphy to our staff this year as a second grade teacher. We were also pleased to add Lisa Nicholson, Virginia Hudson, Barbara Webb and Michelle Fisler to our paraprofessional staff. Our search for a new Assistant Principal resulted in the hiring of Julie Hall, an experienced assistant principal who formerly worked for the Whitman – Hanson School District. Mrs. Hall brings a wealth of knowledge and experience to our staff.

We began the 2003-2004 school year with 587 students in Grades Pre-K through 4. Our students in Grades 1-4 are provided 917.9 hours of instructional time during the school year. State law requires at least 900 hours. Eighteen percent of our students are receiving special education services. In addition, we provide Title 1 services to some of our students and students get extra support from parent and community volunteers and through the "America Reads" and "America Counts" program. Students are engaged in many enrichment activities, including "Artists in the Classroom" and "Computer Squad."

Our third and fourth grade students completed the Reading and English Language Arts MCAS tests. Teachers have been working in teams with Dr. Jan Norton, our Curriculum Director and with Assistant Principal Hall and Principal Caesar to develop strategies to align curriculum with state standards and improve the over-all scores of students in Harwich. Teachers began the year with two full professional development days. They looked at Standards Based Teaching and Learning, Data Driven Decision Making and Ways to Improve Math. At monthly staff meetings, these core concepts have been reviewed and strategies for improvement revised.

The renovation provided our school with a Courtyard Garden. This has been a terrific source of learning for all students. Planning for the use of the space was facilitated by a School-Business Partnership Grant, supported by the Chamber of Commerce. Teachers headed by Christine Twombly and Ann D'Urso put together a plan that involved all students. The project continues to be a source of learning and pride for all of us.

Our students are involved in many field trips and programs that are aligned with the state frameworks. For instance, our second graders visit the Family Pantry in Harwich and collect food for it throughout the year. Third graders visit Plimoth Plantation and read historical fiction accounts of the voyage of the Mayflower and the first year in Plimoth.

The Brooks Medal is awarded annually to a fourth grade student who demonstrates proficiency in writing. We are pleased to announce that Alyssia Pessolano was awarded the Brooks Medal in June, 2003.



Our PTA, under the leadership of Adrienne Morosini continues to support our students with fundraising to contribute to field trips and special programs. The annual Book Fair is a great success. This year the auction and spaghetti supper was an even bigger success than last year's event. We are most grateful to all the family members who volunteer under the guidance of the PTA.

It has been my pleasure to serve as the Principal of the Harwich Elementary School since March 31, 2003. In this very short time I have become acquainted with our hard working and dedicated staff members, our involved and caring families, and our wonderfully enthusiastic and cooperative students. I look forward to many years of service in the Harwich Public Schools.

Respectfully submitted,  
Mary Ellen Caesar, M.Ed.  
*Principal*

## **HARWICH MIDDLE SCHOOL**

The Harwich Middle School continues to align its goals and programs to the recommendations in Turning Points 2000 *Educating Adolescents in the 21st Century* by Anthony W. Jackson and Gayle A. Davis. Foremost on the agenda is to "Teach a curriculum grounded in rigorous, public academic standards for what students should know and be able to do; relevant to the concerns of adolescents and based on how students learn best." To achieve that goal, the Harwich Middle School staff worked to analyze data from testing to create plans for student success and improvement, created a schedule that provides the ability to change according to unit plans and subject area demands, and fully implemented the portfolio strategy across the grade levels to showcase student talents and growth.

One recommendation of the Turning Points study is to "organize relationships for learning to create a climate of intellectual development and a caring community of shared educational purpose." To that end, students in grade five are on two teacher teams, grade six students have three academic teachers, and in grades seven and eight students move to a team of six teachers. To provide smooth transitions for students from grade level to grade level, spring meetings are set up to acquaint the students with their new teachers. Fourth graders travel to the middle school in June to meet with administration, counseling staff and the fifth grade teachers. They tour the building with student guides and visit fifth grade classrooms. Likewise, students in grades 5 - 7 visit their teachers for the next year prior to their



leaving school for the summer. The eighth grade students experience the Harwich High School curriculum and the Cape Cod Technical School program as they spend a day in each school. These transition programs were created from a school council goal to assist students to be comfortable as they move through the middle school and experience the huge change from the self-contained teacher dependent environment of the elementary school to becoming responsible stewards of their own education at the high school level.

It is also recommended that middle schools "Use instructional methods designed to prepare all students to achieve higher standards and become lifelong learners." The curriculum at the middle school is set up to give students a program of studies that is challenging and creative. Each student in grade five and six takes five core subjects; language arts, math, reading, science and social studies. Their unified arts course of study includes art, computers, family and consumer science, health, industrial arts, music, physical education and Library Science (fifth grade only). This course of study is continued in grades seven and eight with the addition of a study skills course in grade seven and a scholarship course in grade eight that were created to assist students to be organized learners, to involve them in understanding their learning styles and modalities and to help them make further connections across subject areas. Teachers at the middle school are constantly working on the curriculum offerings at the middle school. We have created curriculum maps to afford us a clear picture of alignment with state and national educational frameworks. Additionally, all teachers at the middle level are involved in curriculum teams to work toward a comprehensive course of study not only at the middle school, but throughout the district.

Added to the daily rigors of curriculum, many other activities are offered to students. They may join the middle school band or chorus, become involved in many after school programs and clubs, as well as participate in a variety of community service projects. Some of our students are involved in the HUGS program [Harwich United for Giving Service] and they help at the elementary school and visit local nursing homes. All homerooms were involved in a competition to determine who could prepare the most outstanding box of non-perishable food for a Harwich family. These wonderful boxes were delivered for Thanksgiving. Recently, students created recycled personal holiday cards to deliver through Hospice and nursing homes. We also continue our school-wide effort to collect tabs from cans for the Ronald MacDonald House. These monthly projects create wonderful life-long lessons for all of our students.

In the fall of 2003 the Harwich Middle School community saw many new and exciting changes. Some of our teachers were relocated, including a team of three sixth grade teachers to our newly acquired portable classrooms [after

the departure of the fourth grade to the new elementary school]. We also added twelve new faculty members to Harwich Middle School in the fall due to retirements, relocations, and career changes of former staff members. We welcomed a bright, energetic group of wonderful teachers that have brought energy and enthusiasm, a love of learning and a dedication to the students of Harwich Middle School. These new staff members are a wonderful addition to our middle school team of outstanding professionals.

We began the fall of 2003 with the *Fish!* philosophy from the book by the same name written by Stephen C. Lundin, Ph.D., Harry Paul and John Christensen. The philosophy addresses the needs of all middle school learners, adult and student alike, with four core beliefs:

√ CHOOSE YOUR ATTITUDE: "Look for the best and find opportunities you never imagined possible."

√ MAKE THEIR DAY: "Turn routine encounters into special memories."

√ BE THERE: "A great way to practice wholeheartedness and fight burnout."

√ PLAY: "Work made fun, gets done."

As we implement these beliefs, we engage students in discussions about their learning and behaviors and help them to become positively committed to their education. This philosophy helps us to work on another of the Turning Points goals as we strive to "Provide a safe and healthy school environment as part of improving academic performance and developing caring and ethical citizens."

Anthony Jackson, author of the Turning Points book, states "What we have also tried to convey is that middle grades reform involves more than a 'technical fix' to existing problems. It is a very human process of inquiry, analysis, experimentation, evaluation, and revision that should be personally and professionally challenging if it is to lead to big, lasting improvements in student learning." This process is ongoing at Harwich Middle School as we all dedicate ourselves to providing an educational atmosphere where all members become life-long learners.

Respectfully submitted,

Mary S. Childress  
Principal



# HARWICH HIGH SCHOOL

Placement: HARWICH HIGH SCHOOL CLASS OF 2003

Number of Graduates	92
Four-year College	68%
Two-year College	23%
Other	9%

SAT Scores	Harwich	State	National
Verbal	512	516	507
Math	521	522	519

The following students won awards at the Harwich High School college and departmental book awards ceremony:

Brown University	Katharine Metzger
Columbia University	Nathan Weinreich
Dartmouth College	Marnie Rowe
Elms College	Samuel Steen
Emmanuel College	Robert Reedy
Harvard Club of Boston	Courtney Chin
College of the Holy Cross	Matthew Sharp
Mount Holyoke College	Heather Pratt
Smith College	Danielle Pitera
Wellesley College	Erica Widegren

Wheaton College	Kyle Chaplic
Williams College	Alexandra White

Art Department	Heather LaFortune
Business	Peter Sherman
English Department	Samuel Steen
Foreign Language – French	Alexandra White
Latin	Samuel Steen
Spanish	Marnie Rowe
Industrial Arts	Kevin Barker
Math	Countney Chin
Music	Amanda Kosloski-Instrumental
	Catherine Flynn, Vocal Music
Science	Alexandra White
Social Studies	Courtney Chin
Harwich Civic Assoc. Essay Contest	Courtney Chin
Technology	Matthew Sharp



In September, notification was received from the National Merit Scholarship Corporation that three students received commendation in the 2004 Merit Program: Katharine Metzger, Robert Reedy, and Alexandra White.

Harwich High School will be strongly represented at this year's All-Cape and Island's Music Festival. Our students auditioned in November and fared extremely well. Marnie Rowe and Amanda Kosloski were accepted into the Orchestra. Rachel Langlais was accepted into the Concert Band. The Choral contingent is large and equally distinguished and includes Stephanie Pavlos, Katie Metzger, Katie Brookhart, Catie Flynn, Katie Ann DeFilippo, Stephanie Bergstrom, Meghanne Currie, Kyle Chaplic, Matt Brown, Tony Harris, Sam Steen, Seth Torres and Jon Wittenstein. Congratulations to all!

An additional group of students auditioned in Wrentham for a spot in the highly competitive Southeastern Massachusetts Music Festival ensembles. Representing Harwich High School in the concert Band will be Amanda Kosloski and in the Chorus will be Kyle Chaplic, Tony Harris, Stephanie Pavlos, and Sam Steen. All four students received scores that qualified them to audition for the Massachusetts All-State Chorus.

Ashley Taylor received the *Boston Globe* Gold Key Scholastic Art Award for 2003. The Gold Key is the highest award possible for this competition.

This year's Thanksgiving can drive for the Food Pantry was a tremendous success. The high school collected a total of 819 cans. The sophomore class collected the most cans this year.

Harwich High School students were once again honored at the Boston State House for their "Letters about Literature." Kate Peter received top honors for Massachusetts and Alison Spence was an honors winner. Both students were awarded with certificates of accomplishment for their literary efforts. Senator O'Leary and Representative Gomes also presented them with citations.

Social Studies Department News – Federal Reserve Challenge: John Barker, Meghan McGillen, Nathan Weinreich, Craig Druscella, and Bethany Pazolt did a great job representing Harwich at the Fed Challenge. They presented their ideas on monetary policy to a set of judges from the Fed Bank of Boston and economics professors from local colleges. Their presentations can be seen at <http://harwich.edu/depts/history/econ/econ.htm>

Several students produced top-notch research papers as a result of the cooperative project between the History and English Departments. See the online Harwich Historical Journal: <http://www.harwich.edu/depts/history/HHJ/HHJ.html> All the juniors took

a field trip to Brooks Free Library. Each student was required to acquire a CLAMS card, to select a PIN number for online use of the network, and use a Brooks Free resource in the final paper.

Courtney Chin won the History prize at the Junior Book Award Ceremony. She also won the Harwich Civic Association Essay Contest. See the following site for a copy: <http://www.harwich.edu/depts/history/comser.html>

Mathew Sharp won Honorable Mention in the Law Day Essay Contest. Andrew Cavanaugh and Matt McVickar represented Harwich at the Student Government Day in Boston. Andrew served as Senate President.

Senior Government classes did exit polling at the Community Center during the elections. All classes participated in the Kids Vote activities. Psychology classes did interviews with adults on the stages of life. Nicole Leete was the recipient of the DAR scholarship.

The school council and teaching staff continue to work diligently to make the high school mission statement a real blueprint for the school. We have posted the following mission statement throughout the school.

Harwich High School shares a commitment with the community to create a safe learning environment where each individual may develop to one's fullest potential academically, socially, and personally.

Motto: "Committed to Success"

As Harwich High School students we are:

- Respectful of self and others
- Responsible for making healthy choices
- Active learners
- Effective communicators
- Critical researchers
- Creative thinkers
- Problem solvers
- Skilled collaborators
- Knowledgeable in a wide range of disciplines
- Contributors to the welfare of the community
- Appreciative and protective of the uniqueness of Cape Cod

Using this blueprint, the faculty has been examining the high school program and each department's curriculum. Teachers continue to develop portfolios outlining classroom activities and school wide initiatives that address each of the student expectations. This school year, the teachers are concentrating their efforts in documenting what each teacher does to address Skilled Collaborators and Active Learners in their classroom.



The faculty is preparing their third response due in April to the New England Association of Secondary Schools and Colleges. This organization is the accreditation agency for all high schools. This response will outline the steps the faculty took to create school wide rubrics for each of our expectations for student learning.

The faculty at the high school should be recognized for their hard work during after school meetings and workshops, many of which are voluntary. Along with all the NEASC driven work, the faculty have been involved in the curriculum and program changes necessary in aligning our curriculum to the Massachusetts State Frameworks. A special thank you goes to our math and English teachers for their work not only on the standards but also on the MCAS scoring criteria.

We have completed our first year of our student portfolio requirement and are working to further refine this process. Thanks especially to our Writing Center teacher Mr. James Birchfield, and to the other members of the NEASC Rubrics Committee, Ms. Jill Eastman, science teacher, and Mr. John Anderson, social studies teacher the high school will be meeting the need for students to demonstrate evidence that they accomplished the learning expectations set out in our mission statement. Our students continue to be the direct beneficiaries of the faculty's willingness to tackle the tough questions about curriculum, assessment, and educational innovation.

Our athletic director, Mark Sugermeyer, coaches, and players also deserve a special acknowledgement. Harwich High School has been honored for its demonstration of sportsmanship. The entire athletic program was awarded the Sportsmanship Honor Roll by the Massachusetts Interscholastic Athletic Association at the recent State Sportsmanship Summit for outstanding allegiance to the ideals of sportsmanship. Last year's Boys' Basketball team received the MIAA's State Division 4 Sportsmanship Award.

The Massachusetts State Track Coaches Association has named our cross country co-op team with Cape Cod Tech as the recipient of the 2nd annual Ted Dutkiewicz Team Sportsmanship Award.

Senior Aaron Jamous was selected as a finalist in the annual MIAA Sportsmanship Essay Contest with his essay entitled: *The Role of Parents in Sportsmanship*.

Congratulations to Ms. Chilaka for being named one of this year's recipients for the state's Women in Athletics Distinguished Service Award. The MIAA has named four people statewide for this honor and our Ms. Chilaka has been selected as one of these honorees.



In demonstrating this school's and community's compassion, a special note of thanks needs to go out to health teacher Ms. Angie Chilaka and the students in her Peer Leadership class and teacher Ms. Ann Marie Dooley for coordinating the "Make A Wish for Grace" campaign that netted over \$15,000 in donations to help make Grace's dream of a trip to Disney World come true. The outpouring of support from the students and community was overwhelming! Mr. Peter Moynagh was "cook extraordinaire" at the spaghetti supper and an additional big thank you goes to Mr. Don Howell for serving as our auctioneer for over three hours! BRAVO!

We wish to thank the Cranberry Harvest Festival Committee for their generous donations to the school. The senior class again will be graduating on the front lawn under a tent supplied through their generosity.

Our Harwich Pride Program has started thanks to the contributions made by local businesses and private individuals. Assistant principal, Ms. Janie Girolamo and I want to thank the citizens of the Town of Harwich for their continued support of our students.

Proudly Submitted,

Robert M. Krol  
*Principal*

## **HARWICH HIGH SCHOOL ATHLETICS**

The 2002-2003 Athletic Season was one in which Harwich High School Athletes demonstrated their ability to compete successfully within the South Shore League.

### **Winter 2002-2003**

All three Varsity Sports (Girls/Boys Basketball and Harwich/Provincetown Ice Hockey) teams compiled outstanding records while qualifying for the State Tournament.

South Shore League All-Star Teams included the following Harwich Athletes: Sharee DaLuze was named Boston Globe All-Scholastic, Jayne Vagenas (Girls Basketball); Adam Laplante, Adam Rose, Joe Zabielski (Boys Basketball); Mike Locke, Jared McGuire was voted 2002 New England High School Athlete of the Year (Ice Hockey).

Congratulations to Boys Basketball for winning the MIAA Division IV Team Sportsmanship Award and Girls Basketball for winning the South Sectional and State/Eastern Massachusetts Championship.

## **Spring 2003**

Spring sports teams comprised of (Girls/Boys Track, Girls/Boys Tennis, Softball, Baseball and Sailing) had a very productive and busy season with many individual and Team Athletic awards earned.

Individual South Shore League All-Star recipients were: Sharee DaLuze, Nicole Gomes (Softball); Marnie Rowe, Pam Zabielski (Girls Track); Eric Burgess, Peter Eldredge (Boys Track); Christine Peterson (Girls Tennis); Craig Drushella, Justin Turco (Boys Tennis); Adam Laplante, Cody Crowell was SSL MVP, Eastern Mass. All- Star, Boston Herald All-Scholastic, Boston Globe All-Scholastic, Jared McGuire was Eastern Mass. and State All-Star, Boston Herald All-Scholastic, Player of the Year, Boston Globe All-Scholastic, Adam McGillen, Joe Zabielski (Baseball).

Baseball demonstrated a true team effort in winning its first South Shore League Championship.

## **Fall 2003**

Each team (Field Hockey, Girls/Boys Soccer, Golf, Harwich/Cape Tech Cross-Country and Cape Tech/Harwich Football) compiled records that demonstrated the hard work, determination and pride of each and every Harwich Athlete. Field Hockey and Golf again won South Shore League Championships with the Golf Team winning the South Sectionals and becoming the MIAA State Finalist Team.

Athletes selected by vote to the South Shore League All-Star Team were: Jane Kelleher, Kristy LaFortune, Kate Robbins, Marnie Rowe, Jayne Vagenas was Boston Globe All-Scholastic, Pam Zabielski (Field Hockey); Danielle Pitera (Girls Soccer); Ryan Soares (Boys Soccer); Kim Froughton (Cross Country); Reid Booth, Craig Drushella, Tyler Kett was Boston Globe All-Scholastic (Golf).

The Division IV Cross Country Sportsmanship Award is earned by the Harwich/Cape Tech Cross Country Team in their first season as a co-operative team.

Congratulations to Coach Cheryl Poore on her 500th Field Hockey win!

Respectfully submitted,

Mark D. Sugermeyer  
*Athletic Director*



## **PUPIL PERSONNEL SERVICES**

### **Guidance Services**

The Guidance Staff consists of two full-time Guidance Counselors at the High School, one of whom serves as department leader, one full time guidance secretary, and a full time adjustment counselor. The staff provides the services usually associated with middle and secondary guidance programs along with team chairmanship for all special education services. This includes transition from the Middle to High School; college, vocational, and personal counseling; college placement assistance; scheduling; student course selection; testing; special education referral, evaluation; dissemination of college and career information; enrollment of new students; coordination of visits from college representatives; consultation with parents, and teachers; report card preparation; record updating / storage; and providing information and assistance to parents / guardians. Many special and diverse programs are also provided through the Guidance Office: Financial Aid workshop for 12th grade students and parents; spring college planning meeting for 11th grade students and parents; armed services career presentation to seniors; business and technical career presentations arranged for classroom teachers and students; A.S.V.A.B. testing for interested students in grades 10-11-12; participation in All Cape College Day for 11th. and 12th grades; maintenance of a library of career and college reference materials, which includes internet access, video, and a laser disc player. The Adjustment Counselors work with students who have home/school issues, which are preventing them from attaining an education.

### **Special Education**

The re-authorization of the Federal Special Education law IDEA with implementation in 9/2000 has changed the face of special education services across the Commonwealth of Mass. Some of the highlights include: a 'vision' developed by parents, students, and teachers diagnostic categories for entrance into special education. All schools have a referral and child study process comprised of the School Psychologist, Counselor, Adjustment Counselor, Regular and Special Education Teachers. We strengthened our tutorial services through the many talented and gifted residents of the Town of Harwich. This year the department will emphasize training in inclusion, entrance / exit criteria for serious emotional disabilities and learning disabilities. The standard for special education in Massachusetts has changed from Maximum Feasible Benefit to Free and Appropriate Education (emphasizing adequate yearly demonstrable progress).



## **Occupational Therapy**

Occupational Therapy services focus in on the student's ability to perform functional arm/hand skills needed for everyday academics, and sensory processing of information for learning. Specific areas of remedial help include sensory integration, developmental progressions, self-care abilities, organizational / sequence training and compensatory skills / equipment to enhance activities of daily living. The Harwich Public Schools continue to provide a site where prospective OT students can receive an internship.

## **Physical Therapy**

Physical Therapy is provided to those students whose physical ability to function in and around the educational setting is hindered by reasons of developmental delays, orthopedic or neurological pathologies. Services are designed to assist in developing the student's potential for all education-related activities. Among these activities are mobility within the school setting, i.e. transitioning from bus to school, class to class; the ability to sit and attend in the classroom; participation with peers in gross motor play; and physical education programs. Parent training and follow through are integral aspects of P.T. services.

## **Speech**

Through grant funding the Harwich Public Schools have added the services of a speech therapist approximately 3 days per week at the Middle School level. The students with whom the Speech/Language Pathologists work have varied concerns: language delays; learning problems; hearing impairments; voice or fluency difficulties; and/or articulation problems. In cooperation with other specialists, the therapists complete speech and language evaluations and screen preschoolers and kindergarten students. Assistive technology plays a larger part in communication disorders remediation. The Speech Therapists provide pull out as well as in class service and consultation with classroom teachers about possible modifications to answer specific needs. They also provide individual and small group instruction to those students who benefit from a more traditional approach. In addition, they meet with parents to help with promoting growth in speech and language, and monitor the classroom performance of students who have recently been graduated from the program.

## **School Psychologists/Adjustment Counselors**

The three full time School Psychologists are involved in the following activities:

- Serve as the major school resources for Special Education and 504 programs

- Assess intellectual and educational strength/weaknesses of children in order to determine relative achievement and aptitudes, and to describe individual learning style preferences
- Assist school staff in formulating and specifying appropriate individual plans for educational and behavioral management
- Recommends appropriate educational and psychological support for children with special needs in ways to accommodate their unique learning and psychological needs.
- Provide consultative services to assist school staff members to better understand behavior and learning patterns of children promoting an improved climate for learning.
- Serve in a liaison relationship between school and community resources/agencies in the understanding and treatment of learning and behavior difficulties.
- In addition to the duties listed above, the two full time Adjustment Counselors have allowed the system to expand their services in the areas of individual and group counseling. Family casework and coordination with social service agencies enabling the Harwich Schools to work on home-school issues with the goal of helping students adjust to the school environment and have productive educational experiences.

## **Pre-School Services**

The Harwich Schools have developed two pre-school programs in order to address a wider variety of special needs concerns. The smaller morning program is for students who are younger or more developmentally delayed and the afternoon program is for students who need integrated activities (entry for regular students in the integrated class is by lottery). A variety of specialists work with these 3 and 4-year-olds in specific areas of concern. The pre-school teachers spend a portion of each week working more directly with parents and other pre-schools in the coordination of early childhood activities. The addition of a .5 pre school teacher has allowed for more focused servicing of an increasingly needy population.

## **Health Services**

The nursing department is comprised of three full time nurses and health aides. Responsibilities include: administering first aid; dispensation of medication; monitoring students with chronic conditions; screening for vision, hearing and postural deficits; registration-medical records; fluoride treatments, assisting the school physicians; health education; counseling; and serving as a team member for special education evaluations.



## **Title 1**

Title I is a federally funded program which provides extra help in reading and math. Children are considered for Title I services based on classroom teacher recommendations and the results of standardized testing. Services are available in Grades K-5. Title I instructors supplement regular classroom instruction and the teacher is in contact with the classroom teacher to assure that each child's educational needs are being met. Due to an increase in funding this year, part-time teachers have been hired full time and an additional reading teacher has been assigned to the Middle School to supplement the part time reading teacher at the Elementary School. Parents are an important part of the Title I program. They are urged to participate through membership in the Title I Parent Group in the following activities: classroom visits; informational programs; parent workshops; development of the grant application, and parent / teacher conferences. Funds permitting, we would like to continue to offer services at the Middle School during the 03/04 school year.

## **Section 504 and Limited English Proficiency**

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); or
- has a record of such an impairment;

The Harwich Public Schools has a 504 policy, which will accommodate both students and staff. At this point, it is important to delineate the differences between Special Education, and Section 504. Special Education has its roots in the need to remediate a learning based disorder. 504 Accommodations are for students who are not thought of as learning disabled rather may need the following: wheelchair access; phonic ear; special parking; and / or access to our facilities and other reasonable accommodations based on their defined disability. Please note that this represents a very partial list of possible accommodations under Section 504. In one sentence, special education has to do with learning, and 504 with the ability to access services and "Level the Playing Field" for all students and staff.

**ESL** programs are for students who need tutoring/remediation in order for them to be able to acquire the English language and benefit from our instruction in the same manner as their peers. The method of entry and



remediation is similar to that of other programs and is carried out by consultants. Significant changes in Mass. Regulations will require a review of our policies and procedures for the 03/04 school year.

Respectfully submitted,

James Hartley  
*Pupil Personnel/Special Education Director*

## **REPORT OF THE BUSINESS MANAGER**

I am pleased to present to the Townspeople of Harwich the Annual Report of Operations of the School Business Office. The following is a summary of the pertinent events that occurred during the 2003 calendar year:

During this past year, the School Business Office, in conjunction with the Superintendent of Schools, continued to provide the School Committee, Selectmen, Town Accountant and Finance Committee a detailed, routine status of the School Department Budget. This process is ongoing and is designed to keep all parties informed as to the latest projections of all expenditures and their relation to the funds budgeted. At the close of the 2003 fiscal year, the School Department ended the year with a budget surplus that was returned to the Town's General Fund.

The school district continues to deal with dramatic changes in special education funding. Previously, the Department of Education would pay 50% of a residential placement, while the local school district would pay the remaining 50%. The school department fiscal year 2004 budget is based on this funding practice. However, recent new legislation, also known as "the circuit breaker law," was to have provided a 75% reimbursement for all students whose cost exceeds \$29,300 per year. However, this new legislation was funded at 35% reimbursement rate, not the proposed 75% rate. The result is a decrease of \$89,788 in special education reimbursements to the Harwich Public Schools.

The school business office continued to provide assistance to the School Building Committee. In November 2002, the kindergarten students were moved into their new classrooms. In March 2003, the building administration offices and media center area were also completed and occupied by the staff. New student desks and chairs were purchased for classrooms. Being the first year of total occupancy, the school maintenance department is adapting to the computerized HVAC and lighting system.

The school business manager and a representative of the Harwich Teachers' Association participated as members of the towns health insurance

advisory committee. This committee is charged with advisory responsibilities in the oversight of employee health insurance coverage and premiums. While the cost of coverage keeps rising, the Town's increase, and the resulting increase in employee premiums, tends to be proportionally lower than other Cape communities.

The replacement and maintenance of technology continues to be an important function of the school business office. In conjunction with the district technology coordinator, the Harwich Public Schools accomplished the following during the last year: Retooling of the high school computer lab to a media production facility, including 5 new video workstations. This event was accomplished with the assistance of a sizable grant from the local cable provider. The middle school installed a new-networked writing lab. This lab serves as a facility for students to use technology to improve writing skills and techniques. At the elementary school, school building funds provided 38 classroom computers and 21 computers in a lab setting. The high and middle school office hardware was enabled to run a windows-based student database to maintain compliance with Department of Education reporting requirements.

Voters at the May 6th Annual Town Meeting approved funding for school building maintenance. As of December, the High School benefited from the following: replacement of 6 parking lot lights; replacement of interior ceiling tiles and grids in building 1 and 2; conversion of a home economics room into a computer lab; removal and replacement of 5,000 sq. ft. of tile flooring; mold remediation project in building 5; and replacement of roof top exhaust fans in buildings 2 and 5. The Middle School benefited from the following: replacement of 170 sq. yards of carpet in corridors; replacement of all emergency batteries and automatic door closures as recommended by the Harwich Fire Department; replacement of the hot water booster in the kitchen; conversion of a classroom to a computer lab; and adapting of exterior lighting to photo cell control devices.

The school district was also the beneficiary of a large grant from the Cape Light Compact. This program provides energy conservation services to eligible commercial customers. Harwich High School received lighting upgrades in the amount of \$16,926. Gymnasium, office and exit lights were improved along with the installation of occupancy sensors in many areas. Harwich Middle School was granted \$92,694 in energy efficiency upgrades. Classroom and gymnasium lights were upgraded along with the installation of occupancy sensors. Additionally, variable speed drive motors were installed on hot water circulator pumps. Combined, all of these actions benefited the district with



over \$109,620 in upgrades at no cost to the school district, while projected annual savings are estimated to be \$26,990.

School Lunch nutrition issues continue to be a topic that generates much discussion. The School Food Service Director and the Elementary School Principal formed a parent / staff committee to address this issue. The evolution of eating habits and the modified menus are incorporated as an educational initiative. The food service staff continues to work with the health education staff to introduce healthy eating habits to children. This task proves challenging given the fiscal responsibilities of a self-supporting lunch program and the limited amount of meals students eat at school during the week. The Middle School is also making adjustments in this area.

During the 2002 – 2003 school year, the school lunch program served 114,183 lunches and 10,627 breakfasts to students in Harwich Public Schools. The elementary school kitchen and cafeteria was reopened in December 2002. Prior to this, the elementary school renovation required that students in grades K through 3 be provided with bag lunches prepared at the middle school and served in their classrooms. It should again be noted that the school lunch program has not raised lunch prices since the 1995 – 1996 school year.

The Harwich Public Schools continues to file for Medicaid reimbursements for services delivered to our schools Medicaid eligible population. During the 2003 fiscal year, the Town of Harwich received reimbursements of \$216,032.

During this summer, the Department of Environmental Protection mandated modifications to the middle / elementary school's wastewater treatment facility. Specifically, this conversion resulted in an equalization tank and pump system that will time the methanol fed into the system. The end result will be denitrification of wastewater, which will bring this plant into compliance with Division of Environmental Protection regulations.

The business office staff continues to assist the Superintendent in the financial oversight of the Harwich Community Learning Center (HCLC) programs.

Respectfully Submitted

Gary L. Costin, R.S.B.A  
*Business Manager*



## **CURRICULUM, INSTRUCTION AND ASSESSMENT**

The state of Massachusetts accountability system for schools has advanced to Cycle III. Under the new system, the school determinations are based on Participation rate, Performance, Improvement, and Graduation rate. Annual Yearly Progress (AYP) refers to the school's scores meeting the improvement goals as set by the state in each of these categories.

The district in-service days in September were planned to help teachers better understand the state scoring system, the state standards, and the Harwich release scores. The focus for 2003-2004 in all subject areas is mathematics. Teachers brainstormed ways to integrate math into lessons so that using numbers, statistics, estimation, and calculation becomes connected to other areas of student interest.

Harwich teachers have also been asked to review periodically the state standards for the subject they teach and report the lessons and activities they use to meet each of the strands. In this way, we can assure nothing was missed and a system-wide curriculum can be updated and made more useful.

The 2003-2004 Professional and Curriculum Committee has expanded to ten teacher members, each of whom represents a different subject area: Shari Sears - English Language Arts; Christine Twombly - Math PreK-6; Bonnie Haas - Health/ PE; Becky Alden - Special Education; Jean Barker - Social Studies; Melinda Forist - Science; Lauren Crimmins - Math 7-12; Carla Blanchard - Foreign Language; John Ryan -Technology; Lianne Biron - Fine Arts. These teachers have begun reading the frameworks submitted by their fellow teachers, scheduling meetings to meet with subject area teachers, planning the March In-Service, reassessing current materials, and gathering certification information from other teachers in their grade areas. They are to be commended for the enormous amount of work they have agreed to do to advance the Harwich Public Schools.

At the high school, Denise Sessler volunteered to help the MCAS-retake students in November. Many of the students reported her efforts helped them be successful. A mentoring program is being set up for students who will take the April test. Adults will provide one-on-one tutoring and encouragement. With the help of a CCCC grant, the PLATO lab will be available every Monday - Thursday for students to come in and practice test-taking by computer.

We will continue to track student progress using short, benchmark quizzes. With the efforts of Cathy Weidhaas, who compiles the tests from MCAS release items or PLATO generated questions, and Ginny Hudson, who analyzes results at the elementary school, we are able to give teachers a quick

picture of what has been learned and what needs to be reviewed. Many teachers are also using the new CPS system which makes quizzing more like a game.

A committee was created to review the assessment tools used in Harwich and to recommend a system of tests to help educators and parents get a better picture of student needs and abilities.

I have been very impressed by the professionalism of the Harwich administrators and teachers. Each has made continuing efforts to assure No Child is Left Behind academically. I am blessed to be a member of the team.

Respectfully submitted,

Jan M. Norton, Ed.D.

*Director of Curriculum, Instruction, and Assessment*

**SCHOOL LINKED SERVICES (SLS)**

It has been a pleasure working in collaboration with the Harwich School District and the Town of Harwich as the School-Linked Services Coordinator. I have met with a wide range of constituents over the course of the past three years and together we have developed strong partnerships to best serve the needs and interests of our student population. It didn't take long to learn that when it comes to providing positive learning experiences and growth opportunities for our children and youth -- Harwich is always there. I am grateful for these mutually influential relationships and for the generosity of those who offered their time, expertise, and resources.

**School Linked Services' Mission**

At its best, the education of young people is a partnership between the school, the home, and the community. Effective partnerships, however, require leadership, a compelling purpose for their work, and a set of mutually agreed-upon goals. The primary goal of SLS is to contribute to the education and welfare of our community's youth. To do so, we continue to explore and identify ways in which families and community members can be involved meaningfully in the affairs of the school for the benefit of students.

School-Linked Services connects the schools and broader community through both formal and informal partnerships of parents, businesses and service organizations. The Department of Education initially formed SLS with a primary mission to: *provide students with the supports necessary to help them come to school each day ready to learn.* Today School-Linked



Services' intention is to assist and support local efforts to assess needs, develop priorities and coordinate efforts and resources to best serve Harwich's children and families in achieving academic success. We have grown and exceeded the State's original mission as we identify and provide pathways for Harwich students to experience academic success through collaborative ventures, service-learning opportunities and innovative learning initiatives.

When there is a lot of important work being done, you will oftentimes find there's no time to share the good news. To that end, here are a few of the accomplishments and learning experiences taking place in our schools and township through SLS partnerships:

### **Success Stories in Action**

- **America READS in the Harwich Elementary School**

*Coordinators, Virginia Duffy of VISTA @ 508.394.4630 and Candace Wroe, Second Grade Teacher, HES*

Over a dozen retired men and women from Harwich participate in a training program and partner with a classroom teacher (K-4) to provide weekly reading assistance and support for children in their assigned classroom.

- **Art Guild of Harwich**

*Fred Meyer, President*

We are most grateful to this group of artists and their commitment to encouraging and supporting the arts in our schools. This year's generous donation will assist in bringing the children's artwork to the walls and halls in the Harwich Elementary School. They are also working to support field trips to local art galleries and museums.

- **School-Business Partnership Committee, Harwich Chamber of Commerce**

*Committee Members: Tom Blute, Henry T. Crosby and Sons, Donna Eaton, Cedar Spring Herb Farm, Nancy Moran, Moran Engineering, Colleen Orsmy, Snow & Thomson Insurance, Judi Shank, Cape Winds by the Sea, and Barry Behn, Executive Director*

The Harwich Chamber of Commerce and the School-Business Partnership Committee have been tremendous partners in linking the schools with the community. Examples of their support include: coordinating marshals and banner carriers for the Hometown Parade, assisting in the *Annual Tour of the Town* for our new teachers and administrators, sponsoring a High School \$5,000 Scholarship, providing a School-Business Partnership grants for teachers in the district, volunteering for Kids' Vote Program, assisting in the construction of the new play area for our youngest children, sponsoring a writing activity with 111 6th graders to explore collaborative ways to make an



even better community, and serving as judges in the Middle School's Annual Science Fair. This year's recipients of the School-Business Partnership Teaching Grants are:

- Sally Andreola, 5th grade teacher, "Environmental Awareness"
- Larry Brookhart, HES Computer Technology, "Robotics"
- John Nicholson, 8th grade teacher, "Automotive Solar Energy"
- Christine Twombly, 2nd grade teacher, "Local History"

- **PTA of Harwich**

*Adrienne Morosini-Heilman, President*

This small but mighty group brings a tremendous amount of vitality and energy to our elementary and middle schools; their contributions are many and varied as they support the needs of the schools and individual classrooms. This year the PTA contributed over \$6,000 that will, along with a matching grant, enable us to construct a play area for 2-6 year olds and for those with special needs at the elementary school. Proceeds from their various fund-raising events provide assistance for field trips to enable students to extend their learning beyond the classroom walls. The PTA's leadership, commitment and hard work are to be commended.

## **Our Future**

While the issues and those working with School-Linked Services may have shifted through the years, the challenges remain to identify ways in which we can enhance and enrich the learning experiences and opportunities for all our students. In the spirit of SLS, our organization will continue to work collaboratively to best serve the children and families of Harwich.

While sharing what SLS does is an important aspect of this report, I think who we are and how we serve is ultimately the greater and more significant aspect of this agency. As I look back to those who have contributed their time and resources to SLS, I'm reminded of the many volunteers, businesses and parents who have wonderful hopes and dreams for our children. From where I sit, this best exemplifies the true heart of who we are and what we do. For those who have contributed in the past, I hope you'll continue to work together to identify ways we can make a difference in the lives of our learning community. For those unfamiliar with the work we do, I hope you'll consider joining us in the year ahead.

Respectfully submitted,

Sue A. Daggett

*School-Linked Services Coordinator*

## **HARWICH COMMUNITY LEARNING CENTER PROGRAMS**

The Harwich Community Learning Center Programs (HCLCP), located at the Harwich Family Resource Center in the newly renovated elementary school, is entering its fifteenth year. The HCLCP offers extended day services to students in the Harwich Public Schools in grades kindergarten through twelve. The program also serves the adult population of the town of Harwich and surrounding communities with Adult Education Courses.

Schools of the 21st Century – The HCLCP, Community Partnerships for Early Childhood, School-Linked Services and the Harwich Public Schools are still recognized as a demonstration site by the Yale Bush School. The reason for this honor is due to the comprehensive services that these programs offer the community.

The following are the Programs offered by the Harwich Community Learning Center Programs:

The Elementary School Age Program includes Before School, After School, and Vacation programming for grades kindergarten through four. The program focuses on educating the whole student in a relaxed and fun setting. Projects concentrate on Math, Science, Language Arts, Physical Education and Homework Assistance. This program meets Monday through Friday until 6:00pm. Approximately one-hundred fourteen students participate in the extended day programming offered at the Elementary School.

Enrichment Courses for the 2003-2004 school year are being offered in the Elementary, Middle and High Schools.

Enrichment courses offer an opportunity for students to concentrate on one particular activity for one hour after school. Pottery and the Greenhouse Project are the class offerings at the High School. Also, MCAS tutoring is offered in the PLATO Lab.

The Middle School Enrichment Courses are Spanish, Studio Art, Scrap Booking, Creative Fashions, Homework Clubs, Kitchen Camp, Chess, Cookies, and PLATO tutorial classes.

The Elementary School Enrichment Courses are Computer Camp, Robots Alive, Cooking Class, Spanish, Patchwork Sewing, Sports Sampler, Chess, Let's Draw, Boys' Breakdancing and Jump Rope.

Adult Education Courses are offered during the fall and winter/spring. Courses range from our very popular computer courses to art courses. Many classes are now offered during the daytime hours at the Harwich



Community Center. The success of this program is due to the enthusiasm of our community of instructors.

During the summer of 2003, HCLCP offered four camps. The camps were Kindergarten and First Grade, Second and Third Grade, Fourth and Fifth Grade, and the Sixth and Seventh Grade. Each camp offered developmentally appropriate activities, including field trips and group projects. Approximately one hundred sixty students attended these summer camps.

The successful five weeks Summer Learning Program, blended thematic enrichment with computer tutorials. This instruction served students in the third through twelfth grade.

The 21st Century Community Learning Center Grant concluded in May 2003 and the HCLCP has maintained its quality programming. Thanks to the assistance of the Community Partners of the HCLCP which include the school administration, faculty, the school staff, Council On Aging, community members, PTA, Harwich Police Department, Brooks Free Library, Studio 878 of Chatham and the parents, local businesses, and staff of the HCLCP, the program has had another successful year. Our sincere thanks goes out to the town of Harwich for their support in after-school programming. We look forward to serving the diverse needs of our community in the upcoming year.

Respectfully submitted,

Ann B. Emerson, M. Ed., *Program Coordinator*  
Beverly Kelsey, *Program Coordinator*

## **COMMUNITY PARTNERSHIPS FOR EARLY CHILDHOOD**

In a very difficult year for state funding, we were fortunate in 2003 to receive level funding from the Massachusetts Department of Education. Our council continues to compensate for the state funding cut over the past four years with increased fund-raising efforts. As a result of grant funds and funds raised within the community we are able to continue to meet the needs of young children and their families in Harwich.

Our community partnerships council maintains its mission to work toward the following goals:

Goal #1 – To make child-care and preschool affordable and accessible

- The community coordinator continued her efforts to help families find the preschool or child-care most closely met their needs.



- Approximately 40 families have been assisted with \$70,000 in grant and raised funds to make preschool and child-care affordable. The parent fee is determined with a sliding scale based on gross monthly income. Grant funds reimburse the contracted provider for the agreed upon tuition rate. Funds raised by the "Friends of the HECAC", our non-profit fundraising group; help families with tuition bills and child-care costs they are unable to pay due to unexpected financial difficulties.
- "Make Way For Kids" preschool is happily housed in the Harwich High School. We continue to benefit from the generous in-kind services of the Harwich Public Schools maintenance and custodial staff. The High School Child Development Course, instructed by one of the preschool lead teachers, also provides a beneficial collaboration between high school and preschool programs. The high school and preschool students developed respect and a partnership in learning during the course of the year. The preschool, which enrolled 25 preschoolers, enabled families to pay affordable tuition rates based on a sliding scale. The program continued to serve families and children who meet eligibility criterion based on at-risk factors as well as need for services and affordability.

Goal #2 – To enhance the quality of care through training opportunities and resource materials for providers and their centers

- Two licensed providers in Harwich participated in a Child Development Associate Credential program (CDA). A CDA mentor met with them monthly to offer training and support. Both providers have submitted their portfolios and are being reviewed by the Accreditation Board to qualify for the CDA credential.
- Educational outreach enrichment programs enhanced the curriculum and direct experiences of young children in literacy, language development and natural history.
- Our council received a \$3,000 grant to form a study group comprised of Harwich providers, preschool teachers and parents of young children to review the new Curriculum Standards and Guidelines for preschool provided by the Massachusetts Department of Education. Our study group focused on the importance of providing learning opportunities for all children, including those with special needs. We also developed curriculum kits for Language Arts, Math and Science. The kits are now available to all providers and preschools in Harwich to enhance their curriculum.
- Many families also received comprehensive services including nutritional consultation through the services of Women with Infants and Children (WIC), through the services of a Family Advocate and Family Mental Health Consultant.

- CPR and First Aid training was offered to approximately 30 parents, providers and teachers of young children through the services of the Harwich Fire Department.

Goal #3 – To provide education and support to parents/guardians of young children

- We offered six parenting series throughout the year at the Community Center also providing child-care to enable single parents and couples to attend. A total of approximately sixty parents attended these courses and received valuable information and support in parenting their children ages 2-6 years.
- A series "Caring For Our Children" provided several workshops throughout the year, attended by approximately 100 families. Some of the topics included; Sensory Awareness and Experiences for Preschoolers, Positive Discipline, Parenting Our Grandchildren, and Is My Child Ready for Kindergarten?

We continued our collaborative work within the community this year providing community events, intergenerational celebrations and fund-raising activities to support families with young children and to enhance curriculum of preschool programs. Following are some of the activities and events sponsored by the Harwich Community Partnerships Council and the "Friends of the HECAC" in 2003 that have benefited the community:

- The Winter Carnival, a collaboration of the CPC, Friends and the high school students in Interact and the Child Development class, benefited many families with young children with need of emergency child-care assistance.
- Spring and Fall Yard Sales were very successful fund-raisers. The events effectively found homes for useful items as well as raised funds for tuition and child-care costs for families with young children in Harwich.
- A Halloween Event in collaboration with the Community Center Staff.
- A Veteran's Day Walk For Children sponsored by the Friends with help from the Interact Club. Funds raised helped families with emergency assistance with child-care and preschool costs.
- A Christmas Fair with a visit from Santa sponsored by the Friends of HECAC helped to raise funds to enhance preschool curriculum.
- Holiday donations from many generous community groups including the Harwich Women's Club Evening Division and the Harwich Town Employees Association benefited several Harwich families with young children in need of support in the holiday season.
- Facilitated playgroups and New Baby Groups for families with children from birth to three continued to meet in the Harwich Community



Center. These groups are supported with funds from a Massachusetts Family Network Grant with in-kind services from the Town of Harwich Community Center.

The Harwich School and Family Resource Center moved into a beautifully renovated space in the Elementary School. We continued to provide vital resources and services to families with children from birth to school-aged. Following are some of the services and resources we offered at the center this year:

- Nutritional counseling and assistance through WIC
- A lending library of books, tapes, education resources such as curriculum kits, laminating and die-cut equipment.
- A free swap shop continued to benefit families with need of clothing, early childhood equipment, and toys.
- Resource and referral services for families with young children were ongoing with Francie Joseph, Community Partnerships Coordinator.

Respectfully submitted,

Francie Joseph  
*Coordinator of Harwich Community Partnerships for Early Childhood*

## **REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Calendar year 2003 brought many changes to the Harwich Public School System. Foremost in these changes are the new faces at the administrative level. Dr. Joseph Gilbert, Superintendent of Schools, Mr. Walter Nagle Elementary School Principal, and Mr. Marvin Stout, Elementary School Assistant Principal all retired in 2003. Dr. Gilbert served as Superintendent from March 1, 1996 through June 30, 2003. During his tenure, Dr. Gilbert developed the first five-year strategic plan for the Harwich Public Schools. He was instrumental in the construction/renovation of the Elementary School. His contribution to our schools cannot be measured in words.

Mr. Walter R. Nagle came to Harwich as the Interim Elementary School Principal in 1996. His leadership was so strong that the District asked him to stay on as the full time principal. Walt held that position for eight years, retiring in March 2003. In the last two years of Walt's tenure here he guided the Elementary School Building Project to completion. He is greatly missed by all.

Mr. Marvin Stout first came to Harwich in 1975. He has worked with five Superintendents and ten Principals. While in Harwich, Marvin held the



position of School Psychologist, Dean of Students, Assistant Principal, and Interim Principal. Marvin has worked at the Jr/Sr High, the Middle School and the Elementary School. The titles do not tell the story of all Marvin contributed to the Harwich Public Schools. His quiet strength was a great support to all who worked with him. Most importantly Marvin put the needs of children first. He has left a legacy of kindness and professionalism that changed the face of Harwich Elementary School.

As a result of the Mass Teachers' Retirement Incentive Program seven teachers retired from the Harwich Public Schools. Donna Backus and Joseph Fede retired from the high school. Ed Jaworski, Bill Lemoine, and Theodora Wiacek retired from the middle school. Ann Santacroce retired from the elementary school. These six individuals collectively represent over 180 years of teaching experience in the Harwich Public Schools. Their commitment to education has greatly enriched the lives of the children of Harwich. We thank all of the retiring administrators and teachers for their dedicated years of service.

In April of 2003, Harwich Public Schools welcomed Mary Ellen Caesar as the new Elementary School Principal. Ms. Caesar has held the position of principal in other school districts before coming to Harwich, most recently in Oxford, MA. In July I joined the Harwich Public Schools as Superintendent. I was associated with Tantasqua Regional and Union 61 School Districts for seventeen years prior to coming to Harwich. I served as Business Manager and Assistant Superintendent for nine years and Superintendent for eight years in that district. In August Julie Hall was hired to replace Marvin Stout as the Assistant Principal of the elementary school. Julie worked for over thirty years in the Whitman Hanson School District. She was most recently an Assistant Principal in that district.

Over the course of this calendar year we officially opened the Elementary School with a dedication ceremony on June 1, 2003. Despite the monsoon weather, the turnout for this event was excellent. The staff at the elementary school is still adjusting to their new surroundings and the new administrative team. We anticipate continued excellence from this group. At the middle school we opened our new writing lab. With monies granted through the budgeting process, we were able to create a networked writing lab with twenty-four workstations. The middle school continues its efforts in fine-tuning the middle school model. Our middle school Principal, Mary Childress is a member of the Board of Directors of the New England League of Middle Schools. This is truly an honor to be recognized for a position at this level. Under the leadership of Robert Krol, the high school continues to offer a wide range of subjects for such a small school. The opportunities for coursework

make our students very strong competitors for acceptance at colleges and universities across the country. The Virtual High School increases the amount of opportunities for students to take advanced coursework utilizing interactive computer technology without additional monetary costs to the town. This summer we upgraded the business lab to a media production space. The room includes five video editing stations. Harwich Public Schools does a tremendous job in keeping a small school atmosphere while providing large school amenities through the creative use of talent and technology.

This year we will undertake the update of the strategic plan. Although we have an outstanding foundation to work with, we still have challenges ahead of us. We need to work collectively to improve our offerings in professional development to members of our teaching staff so that they will be well equipped to teach in a standards-based environment. We must stress to our students the importance of academic excellence in the classroom as well as on the playing field. Continually working towards improvement will guarantee student success.

I want to thank the members of the central office staff for their hard work and commitment to the success of all the children of Harwich. Dr. Jan Norton, Director of Curriculum, Instruction and Assessment, James Hartley, Director of Pupil Personnel Services and Special Education, Gary Costin, Business Manager, Steven Wilson, Director of Computer Technology, Sue A. Daggett, School Linked Services Coordinator, Francie Joseph, Early Childhood Coordinator, Ann Emerson and Beverly Kelsey, Coordinators for Harwich Community Learning Center Programs, Carolyn Broderick, Superintendent's Executive Secretary, Mary Bantick, Medicaid Billing Clerk, Nancy Curry, Payroll Clerk, Jody Falvey, Bookkeeper, and Ann Wade, Special Education Secretary have all welcomed me to the Harwich Public Schools, making my transition in as Superintendent a very pleasant experience.

I want to thank the members of the School Committee for their unwavering support of the children of Harwich. Their efforts on behalf of children demonstrate the leadership and vision necessary to keep Harwich Public Schools an excellent place to work and to receive an education. Most importantly to the Harwich community I want to thank you for your generosity in supporting the needs of the Harwich Public Schools. You do make a difference.

Respectfully submitted,

Rosemary Joseph  
Superintendent



# HARWICH PUBLIC SCHOOLS STAFF DIRECTORY

As of December 2003

**Elementary School K-4**  
**263 South St. Harwich, MA 02645**  
**(508) 430-7216 FAX: 430-7232**

## **Administrators**

M. E. Caesar, Principal  
J. Hall, Asst. Principal

## **Secretaries**

A. London, Principal's  
Secretary  
B. Robinson, Secretary  
C. Leahy, Clerical  
Asst./Courier

## **Kindergarten**

M. Brady  
D. King  
S. Scinto  
K. Smith  
R. Virkler

## **Grade 1**

J. Barker  
L. Boule  
A. D'Urso  
M. Bellivieu  
K. Mirando  
A. Silk

## **Grade 2**

K. Johnson  
C. Leofanti  
L. Simmons  
C. Wroe  
K. Dunphy  
A. Hirschberger  
C. Twombly

## **Grade 3**

D. Bock  
J. Carey  
P. Malinowski  
S. Sears  
P. Wilkinson

## **Grade 4**

L. Ford  
S. Humphreys  
C. Olson  
H. Sharkey  
J. Smithers

## **Art**

N. Lyon p/t  
R. Hansen

## **Guidance**

Nanci Barnett

## **Librarian/Media Spec.**

M. Albertine  
L. Stroker p/t

## **Music**

A. Doane

## **Nursing**

K. Vohs, R.N.  
L. Driscoll, Health Assist.

## **Phys. Ed./Health**

B. Haas  
D. Smith p/t  
M. Sugermeyer  
S. Wittig

## **Psychologists**

R. Titus, PreK-2  
P. Norton 2-4

## **Reading Specialists**

G. O'Connor

## **Speech Therapy**

J. Costello (district-wide)  
J. Dillon (district wide)  
L. Chizek

## **Special Education**

S. Trask, PreK  
J. McGuigan, Pre-K pt  
K. Booth, Gr. 1-2  
E. Senior, Gr. 1-2  
J. Hyora-Williams, Gr. 3  
M. A. Bragdon, Gr.4  
C. Grady, PreK-K  
F. Jorgensen, DLC

## **Technology Teacher**

L. Brookhart

## **Title I**

K. Brownell  
P. Cavanaugh  
D. Smith  
D. Zabielski

## **Instructional Assistants**

*Special Education*  
C. Gushee  
D. Leger  
L. Nicholson  
E. Semprini  
C. Vrlik  
B. Webb .5  
C. West

*Sp.Ed. 1-on-1*  
V. Hudson  
K. Julin  
P. Smith  
T. Reinwald

## **Kindergarten**

J. Blute  
M. Fisler  
D. Greig  
C. Malone  
L. Morris  
T. Tansey

## **Cafeteria**

P. Boyle  
S. Hogg  
B. Dudis-Lucas  
N. Landers  
D. Cannon

## **Custodians**

F. Magee, Lead  
J. Ferreira  
G. Frawley  
T. Pederson  
K. Oakley

## **Lunch/Recess Monitors**

P. Fortier  
B. Miranda  
A. Rose  
D. Rose  
F. Salzillo  
E. Rubel  
J. Cerwonka  
P. Childs



# HARWICH PUBLIC SCHOOLS STAFF DIRECTORY

As of December 2003

## Middle School 5-8

204 Sisson Rd. Harwich, MA 02645

(508) 430-7212 FAX: 430-7230

### Administrators

M. Childress, Principal  
P. Chase, Assist. Principal

### Secretaries

K. Peterson, Principal's  
Secretary  
R. Simmons, Secretary

### Grade 5

J. Alvezi  
K. Piknick  
S. Andreola  
J. Babb  
J. Krystofolski  
C. Donovan

### Grade 6

A. Matheson  
N. Malcolm  
P. Reuss  
A. Chichoine  
M. Falcone  
K. Savage

### Grade 7

G. Baker (English)  
J. Barker (Social Studies)  
A. Fabia (Reading)  
M. Forist (Science)  
L. Crimmins (Math)  
S. Rutledge (Study Skills)

### Grade 8

J. Bougas (Social Studies)  
J. Nicholson (Science)  
D. Creedon (Math)  
L. Horan (English)  
K. Mendoza (Reading)

### Art

B. Waystack

### A.L.P.

M. Mannix

### Computers

L. Zabielski

### Foreign Language

M. Moniz - Spanish &  
French

### Guidance

D. Darson, School Adj.  
Cnslr.

### Health

J. Tremblay

### Family/Consumer Science

K. Holden

### Industrial Arts

W. Altieri

### Int/Extramural Coordinator

J. DeGroff

### Librarian/Media Spec.

D. Whittemore  
K. Mills p/t

### Music

G. Napier - Inst. Music  
E. Littlefield -  
Music/Chorus

### Nursing

J. Keefe, R.N.

### Speech

L. Chizek

### Phys. Ed.

C. Poore  
F. Thacher

### Psychologist

J. Monast

### Special Education

R. Alden  
L. Anderson  
S. Fleming  
L. Magelaner  
D. Turco

### Wilson Reading Specialists

V. McGeoch  
M. Walsh

### Instructional Assistants

S. Angelo  
S. McManus  
J. Coe  
H. Summers  
J. Wimberly

### Cafeteria

C. Burns  
D. Cannon  
D. Barker  
H. Hark  
T. Masterson

### Custodians

G. Guinen, Lead  
P. Goode  
J. Willcox  
M. Starkweather

### Lunch/Recess Monitors

K. Stello

# HARWICH PUBLIC SCHOOLS STAFF DIRECTORY

As of December 2003

## High School 9-12

75 Oak St. Harwich, MA 02645

(508) 430-7207 FAX: 430-7223

### Administrators

R. Krol, Principal  
J. Girolamo, Asst.  
Principal

### Secretaries

J. Bearse, Asst.  
Principal's Sec'y.  
D. Higgins, Principal's  
Secretary  
J. Campbell, Secretary

### Alternative Education (1)

G. Sowpel  
P. Moynagh

### Art

L. Schneider-Biron  
D. Donovan

### Athletic Director

M. Sugermeyer

### Business/Technology

N. Buckley  
D. Dorgan  
J. Ryan

### World Languages

C. Blanchard  
R. Smeltzer  
D. Jones  
E. Simmons

### Guidance

J. Bennett  
M. Callagy  
J. Leach, Adjust. Cnslr.  
M. Stalker, Secretary

### Health

A. Chilaka

### Home Economics

M. Donahue –  
Child Dev. p/t

### Industrial Arts

A. Catanzaro

### Language Arts

K. Kelly  
J. Birchfield  
A. Leete  
A. Martell-Paschal  
L. LeVangie  
E. Whittemore

### Librarian/Media Spec.

P. Goldstein  
E. Tyldesley,  
Lib./Media Assist.

### Math

N. Debacher  
M. Hemeon p/t  
D. Sessler  
T. Beer  
K. Brown

### Music

R. Richard Chor/Theatre

### Nursing

K. Bairstow, R.N.

### Phys. Ed.

P. Gonnella  
K. Gulotta

### Psychologist

J. Stevens  
Science  
J. Eastman  
K. Flint  
T. Hopkins  
S. Kot

### Social Studies

J. Anderson  
K. Bates  
J. Dickson  
R. Houston  
C. McIntyre

### Special Education

J. Heggi  
A. Brunetti

### Vocational/Life Skills

A. Dooley-Trabucco  
C. Coppola – T.A.  
J. Weekes, T.A.  
D. Burke, T.A.

### Make Way For Kids

Preschool  
M. Donahue p/t  
M. Levy  
B. Almeida, Assistant

### Cafeteria

L. Bassett  
J. Freeman  
J. Dodson  
L. Guinen  
M. Wordell

### Custodian

R. Donovan, Lead  
K. Birtwell  
C. Potter  
A. Valle  
D. Kelly

# **HARWICH PUBLIC SCHOOLS STAFF**

As of December 2003

## **Central Office**

### **Superintendent's Office**

R. Joseph, Superintendent

C. Broderick, Secretary

### **Business Office**

G. Costin, Business

J. Falvey, Bookkeeper

N. Curry, Secretary (Personnel/Payroll)

M. Bantick, Medicaid Clerk

### **Director of Curriculum, Instruction and Assessment**

J. Norton (office in Elem. School)

### **Pupil Personnel Services**

J. Hartley, Director

A. Wade, Secretary

### **Buildings & Grounds**

A. Hall, Supervisor

D. Demers, Maintenance

D. Kelly, Maintenance

### **District-Wide and Special Program Contact**

#### **Adult Education (Elem. School)**

B. Kelsey

#### **Early Childhood Programs**

(Family Resource Ctr., Elem. School)

F. Joseph, Community Coordinator for Young Children In Harwich

A. Wade, Preschool Lottery (Central Office)

#### **Extended Day Programs (Elem. School)**

B. Kelsey, Program Administrator

A. Emerson, Before/After School Dir.

C. Serafino, Secretary

#### **Food Service (all schools)**

J. Smith, Director (office in Elem. School)

#### **School Linked Services Project Coordinator**

S. Daggett (office in Albro House)

#### **Computer/Technology Director**

S. Wilson



ELEMENTARY SCHOOL

Name		Position	Degree	Service to Harwich	Total Experience
Mary Ann	Albertine	Librarian	B.A. Worcester State College M.S. Simmons College M.Ed. Worcester State College	18	17
Carolyn	Barker	Sp.Ed. T.A.	B.S. Univ. New England at Westbrook College M.Ed. Lesley University	3	4
Jeanne	Barker	Gr. 1	B.A. Bridgewater State College M.Ed. Cambridge College	20	24
Nanci	Barnett	Guidancet Support Teacher	B.A. So. CT State Univ. M.A. Central CT State Univ.	7	24
Myra	Belliveau	Gr. 3	B.S. Fitchburg State College M.S. Wheelock College	15	17
Jodie	Blute	Kdg. Asst.	B.A. Salve Regina University	3	5
Deborah	Bock	Gr. 3	B.A. Skidmore College M.Ed. Boston University	30	30
Karen	Booth	Sp.Ed. T.A.	B.A. Bridgewater State College M.B.A. Univ. of Massachusetts	4	5
Leslie	Boule	Gr. 1	B.S. Boston University M.Ed. Bridgewater State	16	20
Patricia	Boyle	Cafeteria		23	23
Melissa	Brady	Kindergarten	B.S. Elmira College	15	19
Mary Anne Bragdon		Sp. Ed. Gr. 4	B.S. Fitchburg State College M.Ed. Fitchburg State College	8	16
Larry	Brookhart	Technology Teacher	B.A. William Paterson College M.Ed. Bridgewater State College	7	10
Katherine	Brownell	Title I	B.S. Worcester State College	3	10
Mary Ellen Caesar		Principal	A.B. Stonehill College M.Ed. Cambridge College	1	33
Debra	Cannon	Cafeteria		2	13
Jeanne	Carey	Gr. 3	B.S. Frederick College M.Ed. Bridgewater State College	29	31
Patricia	Cavanaugh	Title I	B.A. Univ. of Massachusetts	2	20
Jennifer	Cerwonka	Sp.Ed. T.A.		1	2

## ELEMENTARY SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Pamela	Childs	Lunch/Recess		2	2
Jacalyn	Costello	Speech Therapist	B.A. Univ. of Massachusetts M.Ed. Northeastern University	6	28
Anne	D'Urso	Gr. 1	B.S. Bridgewater State College M.A. Cambridge College	8	24
Joan	Dillon	Speech Therapist	B.S. Northeastern University M.S. Northeastern University	5	14
Anne	Doane	Vocal Music	B.S. Bridgewater M.A.T. Bridgewater	30	30
Lee	Driscoll	Health Asst.	C.N.A. C.C. Community College	1	8
Beth	Dudis-Lucas	Cafeteria		5	5
Kathleen	Dunphy	Gr. 1	B.A. Boston College M.A. Cambridge College	4	7
Ann	Emerson	Before/After School Program Coordinator	B.A. Stonehill College M.Ed. Bridgewater State College	5	14
Joseph	Ferriera	Custodian		14	14
Michelle	Fisler	Kdg. T.A.	B.A. Univ. of Massachusetts M.S. Wheelock College	1	1
Linda	Ford	Gr. 4	B.A. Univ. of Massachusetts	16	21
Pamela	Fortier	Lunch/Recess		3	5
Gerald	Frawley	Custodian		4	4
Cheryl	Grady	PreK-K Special Ed	B.A. Connecticut College M.Ed. Bridgewater State College	5	23
Debra	Greig	Kdg. Asst.	B.A. LaSalle University	3	3
Cindy	Gushee	Sp.Ed. T.A.	B.S. Univ. of Maine M.S. Wheelock College	5	20
Bonnie	Haas	Health/ Phys. Ed.	B.S. Univ. of Massachusetts M.Ed. Univ. of Lowell	10	30
Julie	Hall	Asst. Principal	B.S. Bridgewater State College M.Ed. Cambridge College C.A.G.S. Framingham State College	1	30
Richard	Hansen	Art	B.A. Manhattan College M.Ed. Worcester State College	19	25

## ELEMENTARY SCHOOL (cont.)

Name	Position	Degree	Service to Harwich	Total Experience
Amy	Hirschberger Gr. 2	B.S. University of Connecticut	11	15
Suzanne	Hogg Cafeteria		8	10
Virginia	Hudson- Boyle Sp.Ed T.A.	B.S. Boston State College	1	2
Sheila	Humphreys Gr. 4	A.S. Mt. Wachusett Community College B.S. Fitchburg State College M.Ed. Bridgewater State College	31	31
Jennifer	Hyora- Williams Sp.Ed. Teacher	B.S. Colby-Sawyer College M.Ed Framingham State College	4	13
Kathleen	Johnson Gr. 2	B.A. Wayner College M. Ed. Cambridge College	31	31
Francesca	Jorgensen Sp.Ed. Teacher	B.F.A. Univ of Massachusetts M.Ed. Cambridge College	2	14
Francie	Joseph Comm.Coord. Ages 3-5	B.A. Goddard College M. A. Lesley University	14	28
Beverly	Kelsey Ext. Day/Adult Ed.		10	10
Dawn	King Kindergarten	B.S. Bridgewater State College	9	17
Nancy	Landers Cafeteria		3	4
Cynthia	Leahy Clerk/Courier	B.S. Westfield State College	5	23
Donna	Leger Sp.Ed. T.A.		16	25
Christine	Leofanti Gr. 2	B.S. Bridgewater State College	31	32
Antigone	London Principal's Secretary		12	17
Nancy	Lyon Art (.4)	B.F.A. Southeastern MA. Univ.	5	14
Frederick	Magee Custodian		14	14
Patricia	Malinowski Gr. 4	B.S. Ithaca College M.Ed. Bridgewater State College	13	23
Catherine	Malone Kdg. Asst.		3	4
Johanna	McGuigan .5 Pre School Sp.Ed.	B.S. Fitchburg State College M.B.A. Northeastern University	1	8
Brenda	Miranda Lunch/Recess Monitor		13	13
Kathleen	Mirando Gr. 1	B.S. Wheelock College	29	34



## ELEMENTARY SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Laura	Morris	Kdg. Asst.	B.S. Springfield College	2	3
Lisa	Nicholson	Sp.Ed. T.A.	B.A. Western Maryland College/ Univ. of Vermont	1	15
Peter	Norton	School Psychologist	B.A. Univ. of Massachusetts M.Ed. Univ. of Massachusetts C.A.G.S. Univ. of Massachusetts	3	17
Geraldine	O'Connor	Remedial Rdg/ Title I	B.S. Worcester State College M.Ed. Worcester State College	7	30
Carol	Olson	Gr. 4	B.A. Colby College	31	31
Timothy	Pedersen	Custodian		7	7
Theresa	Reinwald	.5 Pre-school T.A.	B.S. Salve Regina University	2	15
Betsy	Robinson	Secretary		5	12
Agnes	Rose	Lunch/Recess		16	40
Deborah	Rose	Lunch/Recess		8	8
Earline	Rubel	Lunch/Recess & Ext.Day	B.A. Skidmore College	14	14
Frances	Salzillo	Lunch/Recess		3	5
Sandra	Scinto	Kindergarten	A.S. Norwalk Comm. College B.S. Univ. of Bridgeport	19	29
Shari	Sears	Gr. 3	B.S. Framingham State College	33	33
Erin	Semprini	Sp. Ed. T.A.	B.S. Bridgewater State College	1	4
Erin	Senior	Sp. Ed. Gr. 2	B.A. Fitchburg State College	8	10
Carol	Serafino	Extended Day Bookkeeper	A.A. Springfield Tech. Community College	3	37
Helene	Sharkey	Gr. 4	B.S. Northeastern University	20	23
Ann	Silk	Gr. 1	B.S. Lesley College	17	18
Leslie	Simmons	Gr. 2	B.A. Allegheny College M.S. Wheelock College	13	18
Donna	Smith	Title 1 & Phys. Ed.	B.S. Univ. of Massachusetts	7	14

## ELEMENTARY SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Jeffrey	Smith	Food Service Dir.	B.A. Clark University	17	30
Kathleen	Smith	Kindergarten	B.S. Univ. of Massachusetts M.S. Wheelock	29	30
Patricia	Smith	Sp.Ed. T.A.	B.S. Framingham State College	3	4
Janet	Smithers	Gr. 4	B.A. Mt. St. Mary College M.Ed. Boston State College	15	23
Michael	Starkweather	Custodian		3	3
Lisa	Stroker	Library Asst. (.8)		5	8
Mark	Sugermeyer	Health/Phys. Ed.	B.S. Springfield College	18	30
Tammy	Tansey	Kdg. Asst.		3	20
Robin	Titus	School Psych.	B.A. Univ. of Connecticut M.A. St. Lawrence University	14	27
Susan	Trask	Pre-Kindergarten	B.A. Rockford College M.Ed. Univ. of Georgia	16	30
Christine	Twombly	Gr. 2	B.S. Boston State College M.Ed. Worcester State College	28	30
Rebecca	Virkler	Kindergarten	B.S. Cortland State	10	18
Kathryn	Vohs	Nurse	B.S.N. Pennsylvania State University	7	25
Carol	Vrlik	Sp.Ed. T.A.	B.S. Central CT State Univ. M.A. University of Bridgeport	6	6
Barbara	Webb	P-K SpEd. T.A.	B.A. Keene State College	1	24
Cheryl	West	Sp.Ed. T.A.	B.S. Cortland University	10	13
Phyllis	Wilkinson	Gr. 3	B.S. Russell Sage College	28	31
Sandra	Wittig	Health/Phys. Ed.	B.S. Springfield College	29	29
Candice	Wroe	Gr. 2	B.A. University of Rhode Island M.Ed. Rhode Island College	16	30
Deborah	Zabielski	Title I	B.S. Plymouth State University	4	5

## MIDDLE SCHOOL

Name		Position	Degree	Service to Harwich	Total Experience
Rebecca	Alden	Gr. 5 Sp. Ed.	R.N. St. Luke's Hospital A.A. C. C. Community College B.S. Ed. Bridgewater State M. Ed. Worcester State	23	24
William	Altieri	Industrial Arts	B.S. Salem State College	1	18
Joan	Alvezi	Gr. 5	B.A. Emmanuel College M.A. Worcester State	31	35
Loretta	Anderson	Sp. Ed.	B.A. Merrimack College M. Ed. Salem State College	3	14
Sally	Andreola	Gr. 5	B.S. Univ. of Massachusetts M.A. Univ. of Massachusetts	3	15
Sandra	Angelo	Sp. Ed. T.A.		1	1
Jane	Babb	Gr. 5	B.A. Roanoke College	3	8
Gail	Baker	Gr. 7 English	B.A. Boston College	28	35
Deborah	Barker	Cafeteria		14	14
Jean	Barker	Gr. 7 Social Studies	B.S. Framingham State College M.A. Bridgewater State College M.A. Univ. of Massachusetts	16	19
James	Bougas	Gr. 8 Social Studies	B.S. Northeastern University M.A. Leslie University	12	32
Peggy	Chase	Asst. Principal	B.A. Clark University M.Ed. Northeastern University	11	22
Ann	Chicoine	Gr. 6 Lang. Arts	B.S. S. E. Missouri State Univ.	7	15
Mary	Childress	Principal	B.A. Boston University M. Ed. Salem State	4	23
Leslie	Chizek	.7 Speech Therapist	B.A. Univ. of Florida M. A. Univ. of Miami	3	23
Janet	Coe	Alt. Ed. T.A.		5	5
Denise	Creedon	Gr. 8 Math	B.S. Lesley College M.A. Boston College	11	15
Lauren	Crimmins	Gr. 7 Math	B.S. North Adams State	9	17
Patricia	Dancer	Title I Teacher	B.A. Univ. of Nebraska M.A. Bridgewater State College	2	2



MIDDLE SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Deborah	Darson	Adj. Counselor	A.A. Westbrook College B.S. University of N. Colorado M.S. Univ. of Michigan	11	17
Christine	Donovan	Gr. 5	B.A. Stonehill College	1	4
Robert	Donovan	Custodian		15	15
Alice	Fabia	Gr. 7 Reading	B.S. S.U.N.Y. at Plattsburgh M. Ed. Cambridge Univ.	16	22
Mary	Falcone	Gr. 6	B. A. St. Joseph College	10	27
Sean	Fleming	Gr. 7	B.S. Springfield College	2	3
Melinda	Forist	Gr. 7 Science	B.S. Grand Valley State College M.Ed. Northern Illinois Univ. M.Ed. Lesley College	8	20
Peter	Goode	Custodian		17	17
Lauren	Griffiths	SpEd. T.A.	B.S. Rivier College	1	6
Glen	Guinen	Lead Custodian		8	8
Helen	Hark	Cafeteria		16	16
Katherine	Holden	Family & Consumer Sci.	B. S. State College at Framingham	18	19
Lori Leigh	Horan	Gr. 8 Lang. Arts	B. A. University of Georgia M. A. Simmons College	9	11
Jeanne	Keefe	Nurse	B. S. Northeastern Univ. B. S. Univ. of Massachusetts	7	20
Jennifer	Krystofolski	Gr. 5	B. A. Purdue University	1	6
Erin	Littlefield	General Music	B. Mus. Ed. College of Wooster	1	5
Lisa	Magelaner	Sp. Ed.	B. A. Univ. of Connecticut	10	14
Lesley	Maker	Cafeteria (PT)		5	5
Rebecca	Alden	Gr. 5 Sp.Ed.	R.N. St. Luke's Hospital A.A. C. C. Community College B.S. Ed. Bridgewater State M. Ed. Worcester State	23	24
William	Altieri	Industrial Arts	B.S. Salem State College	1	18

## MIDDLE SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Joan	Alvezi	Gr. 5	B.A. Emmanuel College M.A. Worcester State	31	35
Loretta	Anderson	Sp. Needs Teacher	B.A. Merrimack College M. Ed. Salem State College	3	14
Sally	Andreola	Gr. 5	B.S. Univ. of Massachusetts M.A. Univ. of Massachusett	3	15
Sandra	Angelo	SPED T.A.		1	1
Jane	Babb	Gr. 5	B.A. Roanoke College	3	8
Gail	Baker	Gr. 7 English	B.A. Boston College	28	35
Deborah	Barker	Cafeteria		14	14
Jean	Barker	Gr. 7 Social Studies	B.S. Framingham State College M.A. Bridgewater State College M.A. Univ. of Massachusetts	16	19
James	Bougas	Gr. 8 Social Studies	B.S. Northeastern University M.A. Leslie University	12	32
Peggy	Chase	Asst. Principal	B.A. Clark University M.Ed. Northeastern University	11	22
Ann	Chicoine	Gr. 6 Lang. Arts	B.S. S. E. Missouri State Univ.	7	15
Mary	Childress	Principal	B.A. Boston University M. Ed. Salem State	4	23
Leslie	Chizek	.7 Speech Therapist	B.A. Univ. of Florida M. A. Univ. of Miami	3	23
Janet	Coe	Alt. Ed. T.A.		5	5
Denise	Creedon	Gr. 8 Math	B.S. Lesley College M.A. Boston College	11	15
Lauren	Crimmins	Gr. 7 Math	B.S. North Adams State	9	17
Patricia	Dancer	Title I Teacher	B.A. Univ. of Nebraska M.A. Bridgewater State College	2	2
Deborah	Darson	Adj. Counselor	A.A. Westbrook College B.S. University of N. Colorado M.S. Univ. of Michigan	11	17
Christine	Donovan	Gr. 5	B.A. Stonehill College	1	4
Robert	Donovan	Custodian		15	15

## MIDDLE SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Alice	Fabia	Gr. 7 Reading	B.S. S.U.N.Y. at Plattsburgh M. Ed. Cambridge Univ.	16	22
Mary	Falcone	Gr. 6 Teacher	B. A. St. Joseph College	10	27
Sean	Fleming	Gr. 7	B.S. Springfield College	2	3
Melinda	Forist	Gr. 7 Science	B.S. Grand Valley State College M.Ed. Northern Illinois Univ. M.Ed. Lesley College	8	20
Peter	Goode	Custodian		17	17
Lauren	Griffiths	SpEd. T.A.	B.S. Rivier College	1	6
Glen	Guinen	Lead Custodian		8	8
Helen	Hark	Cafeteria		16	16
Katherine	Holden	Family & Consumer Sci.	B. S. State College at Framingham	18	19
Lori Leigh	Horan	Gr. 8 Lang. Arts	B. A. University of Georgia M. A. Simmons College	9	11
Jeanne	Keefe	Nurse	B. S. Northeastern Univ. B. S. Univ. of Massachusetts	7	20
Jennifer	Krystofolski	Gr. 5	B. A. Purdue University	1	6
Erin	Littlefield	General Music	B. Mus. Ed. College of Wooster	1	5
Lisa	Magelaner	Sp. Ed.	B. A. Univ. of Connecticut	10	14
Lesley	Maker	Cafeteria (PT)		5	5
Nancy	Malcolm	Gr. 6 Reading	B. S. Boston University	17	20
Michael	Mannix	ALP	B. S. Canisius College M. A. Canisius College	1	3
Andrew	Matheson	Gr. 5	B. S. Salem State College	5	7
Virginia	McGeoch	Reading Teacher	B.S. Ed. Wheelock College M.S. Ed. Wheelock College	12	17
Shannon	McManus	Sp. Ed. T.A.	B. A. Univ. of Tampa	2	3
Kathleen	Mendoza	Gr. 8 Reading	B. S. Ed. Univ. of Massachusetts M. Ed. Lesley University	3	30
Karen	Mills	Library Asst. (.6)		5	5



## MIDDLE SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Jill	Monast	School Psychologist	B.A. Elms College M. Ed. DePaul University C.A.G.S. American Int'l. College	3	10
Marykate	Moniz	Foreign Language	B. A. Hobart & William Smith	1	1
Gordon	Napier	Instrumental Music	B. Mus. Ed. Univ. of Lowell M. Mus. Perf. Univ. of Mass.	1	12
John	Nicholson	Gr. 8 Science	B. S. University of Vermont M.A.T. Brown University	1	5
Kathleen	Peterson	Principal's Secretary		5	18
Kimberlee	Piknick	Gr. 5	B. S. Bridgewater State College	2	3
Cheryl	Poore	Phys. Ed.	B. S. Anderson University	31	34
Pamela	Reuss	Gr. 5	B.A.L.S. Lesley College M. Ed. Cambridge College	3	17
Kristi	Robbins	Cafeteria		1	1
Sally	Rutledge	Gr. 7 Study Skills	B. A. St. Michaels College M. Ed. Lesley College	6	9
Karen	Savage	Gr. 6 Science	B. S. Skidmore College M. Ed. Northeastern University	13	23
Roberta	Simmons	Secretary	B.S. Univ. of Massachusetts	2	6
Karen	Stello	Lunch/Recess/Aide		4	5
Herbert	Summers	SPED T.A.	B. S. Bridgewater State College	1	10
Frederick	Thacher	Phys. Ed.	B.S. Springfield College M.Ed. Bridgewater State College	22	32
Jennifer	Tremblay	Health Education	B.S. Worcester State College	1	2
Diane	Turco	Sp. Ed.	B.S. Bridgewater State College M.Ed. Northeastern University	8	27
Bernadette	Waystack	Art	B.F.A. Univ. of Massachusetts	6	15
Deidre	Whittemore	Media Specialist	B. A. Regis College M.Ed. Bridgewater State College	1	11
Christine	Wilson	Cafeteria		1	1
Larry	Zabielski	Gr. 8 Computers	B.S. Plymouth State College M. S. Plymouth State College	30	31

# HIGH SCHOOL

Name		Position	Degree	Service to Harwich	Total Experience
Beryl	Almeida	Make Way for Kids		8	8
John	Anderson	Soc. Studies	B.A. Univ. of Massachusetts	1	4
Karen	Bairstow	Nurse	B.A. University of Connecticut A.D.N. C. C. Comm. College M.S.N. Simmons College J.D. Mass. School of Law	1	16
Carolyn	Bassett	Cafeteria		15	15
Kevin	Bates	Social Studies	B.A. Bates College M.Ed. Boston College	2	9
Joyce	Bearse	Secretary		12	12
Ted	Beer	Math Teacher	B.S. Ball State University M.Ed. Framingham State College	3	8
Jonathan	Bennett	Guid. Cnsl/ Dept. Head	B.A. Univ. of Massachusetts M.S. Long Beach State Univ.	1	7
James	Birchfield	English	B.A. New York University	1	7
Carla	Blanchard	French/Spanish	B.A. Yale University M.A.T. Simmons College	10	15
Kathleen	Brown	Math	B.B.A. Univ. of Massachusetts	1	1
Alfred	Brunetti	Sp.Ed. Teacher	B.A. St. Anselm College M.A. Framingham State College	1	1
Nancy	Buckley	Business	A.S. Burdett Business School B.S. Suffolk University M. S. Suffolk University	9	24
David	Burke	Sp. Ed. TA	B.S. Univ. of Massachusetts	2	25
Margaret	Callagy	Guidance Counselor	B.A. Fairfield University M.Ed. Fairfield University	3	13
Joanne	Campbell	Secretary	B.F.A. Ramapo State College	2	2
Anthony	Catanzaro	Industrial Arts	B.S. Fitchburg State	16	27
Angelina	Chilaka	Health	B.S. Northeastern Univ. M.A. Columbia University	16	26
Caren	Coppola	Sp.Ed. T.A.	B.A. North Adams State College	4	15
Nicholas	Debacher	Math	B.S. Western New England College	17	28

## HIGH SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
David	Demers	Maintenance		10	10
John	Dickson	Social Studies	A.B. Harvard University	6	9
Maggie	Donahue	.6PreSchool/ .2 Early Childhood	B.S. Univ. of Massachusetts M.S. Wheelock College	3	23
Deborah	Donovan	Art	B.F.A. Southeastern Mass. Univ.	12	13
AnnMarie	Dooley- Trabucco	Voc/Life Skills	B.S.E. Westfield State College	4	30
Diane	Dorgan	Information Technology	B.S. Salem State College M.Ed. Fitchburg State College	19	22
Jill	Eastman	Earth Science Teacher	B.A. Westfield State M.A.A. Cambridge College	3	13
Kari	Flint	Science Teacher	B.S. Univ. of New Hampshire M. Ed. St. Joseph College	1	2
Janice	Freeman	Cafeteria		17	25
Janie	Girolamo	Asst. Principal	B.S. Hofstra University M. S. Michigan State University	3	20
Peter	Goldstein	Librarian	B.A. American Int'l College M.L.S. State Univ. of New York	29	30
Peter	Gonnella	Phys. Ed.	B.A. University of Mississippi	1	7
Linda	Guinen	Cafeteria		25	26
Katherine	Gulotta	Phys. Ed.	B.S. Univ. of Massachusetts M.S. Wheelock College	4	25
Joseph	Heggi	Sp. Ed. Teacher	B.S. Univ. of Missouri M.A. Webster University	2	27
Mary	Hemeon	Mathematics	B.A. Keuka College	19	20
Dianne	Higgins	Principal's Secretary	A.A. Westbrook College	10	14
Troy	Hopkins	Science	B.S. Univ. of Connecticut M.A.T. Bridgewater State College	12	14
Richard	Houston	Social Studies	B.A. College of the Holy Cross M.A.T. Boston College	9	26



HIGH SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Diane	Jones	Spanish	B.A. S.U.N.Y. at Potsdam M.A. S.U.N.Y at Potsdam	23	31
Karen	Kelly	English	B.A. Univ. of Massachusetts M.A. Bridgewater State College	17	18
Richard	Kelly	Custodian		14	14
Stephen	Kot	Science	B.A. Worcester State College	29	30
Robert	Krol	Principal	B.A. Univ. of Massachusetts M.Ed. Westfield State College	3	36
Jacqueline	Leach	Adj. Cnslr.	B.A. Univ. of Massachusetts M.Ed. Bridgewater State College	5	30
Anne	Leete	English/ Soc. Studies	B.A. Emmanuel College	6	10
Jackie	Leger	Cafeteria P/T		2	3
Lynne	LeVangie	English	B.A. Mount Holyoke College	2	10
Mary	Levy	Make Way for Kids	B.A. Elms College	6	9
Ann	Martell-Paschal	English	B.S. Lyndon State College M.S. Central CT State Univ.	18	32
Terry	Masterson	Cafeteria		21	25
Charles	McIntyre	Social Studies	B.S. Towson State University M.Ed. Bridgewater State College	19	19
Peter	Moynagh	Alt.Ed. T.A.	B.S. Bentley College	4	6
Kevin	Oakley	Custodian		7	7
Charles	Potter	Custodian		1	1
Rosemarie	Richard	Choral Music/ Band	B.M. Moravian College	2	12
John	Ryan	Computers	B.S. Univ. of Massachusetts M.A.T. Salem State College	3	24
Liane	Schneider-Biron	Art	B.S. Westfield State College B.F.A. Univ. of Massachusetts	4	24
Denise	Sessler	Math/Physics	B.S.E.E. Clarkson University M.B.A. Western New England	3	4

## HIGH SCHOOL (cont.)

Name		Position	Degree	Service to Harwich	Total Experience
Elizabeth	Simmons	Spanish	B.A. Hartwick College M. A. S.U.N.Y. Albany	15	17
Robert	Smeltzer	Foreign Language	B.A. Univ. of California M.Ed. Univ. of Massachusetts M.A. Millersville Univ.	3	14
George	Sowpel	Alternative Ed.	B.A. Univ. of Rochester	4	5
Michele	Stalker	Guidance Secretary		23	24
Elizabeth	Tyldesley	Media Assistant	A.A. Green Mountain College	25	27
Joanne	Weekes	Sped. T.A.		3	30
Erin	Whittemore	Eng/MCAS.	B.A. Nova Southeastern Univ.	4	5
James	Willcox	Custodian		6	6

## CENTRAL OFFICE

Mary	Bantick	Medicaid Clerk		5	35
Gary	Costin	Business Manager	B.A. American Int'l. College M.B.A. American Int'l. College	10	23
Carolyn	Broderick	Executive Secretary		3	22
Nancy	Curry	C.O.Sec./Personnel/Payroll		5	28
Sue	Daggett	School-Linked Services Coord.	B.S. Ithaca M.S. Syracuse University A.B.D. Syracuse University	2	24
Jody	Falvey	Bookkeeper		6	22
Alan	Hall	Supv. Bldgs. & Grounds		11	11
James	Hartley	Dir. Pupil Personnel Services/ Special Educa.	B.A. Rollins College M.Ed. Springfield College C.A.G.S. Bridgewater State College	22	32
Rosemary	Joseph	Superintendent	B.S. Univ. of MA M.Ed. Lesley College	1	25
Jan	Norton	Director of Curriculum, Instruction & Assessment	B.S. Univ. of Dayton M.Ed. Univ. of Houston Ed.D. Univ. of Houston	1	20
Ann	Wade	Pupil Personnel	B.A. Univ. of Massachusetts	10	25
Steven	Wilson	Computer/Tech- nology Director	B.A. Amherst College M.A. Alfred University	29	31

## REPORT OF THE SCHOOL COMMITTEE

The School Committee has the responsibility to select and evaluate the Superintendent, to review and approve budgets, and to establish goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Massachusetts Board of Education.

Until the summer of 2003, Dr. Joseph Gilbert, an outstanding educator and administrator, for eight years as the Superintendent led Harwich through its first five year strategic plan. During those eight years, Dr. Gilbert managed effectively such noteworthy projects as the renovation of the elementary school, the initiation of assessment-based curriculum and instruction, and just this year, the completion of a feasibility study for the renovation of the high school.

Upon his notification of retirement, the School Committee with assistance from the New England School Development Council, developed a profile for the new superintendent of schools. The candidate profile was developed based on input from staff, parents, administrators and citizens. Focus groups were conducted to identify qualities, skills and attributes the new superintendent should possess. The candidate profile was used by the School Committee and Screening Committee during the interview and selection process. As part of the preparation of the superintendent profile, important priorities were identified for the superintendent to begin addressing in the first six to twelve months.

Rosemary Joseph, selected as the next Superintendent from a field of nine finalists, began her duties during the summer. Consistent with the intention of the Selection Committee, the Superintendent and the School Committee have taken the initial steps to implementing five priorities: the development of a district strategic plan; the preparation of the budget; the review of the curriculum and its alignment with state standards; a continued review of the high school feasibility study; and the review and revision of school district policies.

The process for the development and completion of the next strategic plan has been initiated. The preliminary budget has been prepared, focusing on recurrent financial issues such as appropriate allocation of school choice revenues, class size, professional development and special education. A new curriculum review cycle has been approved with the identified curriculum review priority being math across the grades. Initial meetings have been conducted in collaboration with elected and appointed town officials to further analyze the contents of the high school feasibility study. That collective



analysis is expected in a further delineation of action steps necessary to ensure the most fiscally responsible response to meeting both present and future academic and facility needs of the high school. Finally, the School Committee has undertaken a thorough review and subsequent revision of district policies.

This year has been a year of transition, a year to review and assess where the district is and together with the community, define a future for Harwich Schools that meets the needs of all students.

Respectfully submitted,

*The Harwich School Committee*

Robin Wilkins, *Chairperson*

Mark Russell, *Vice-Chairperson*

George Dinsmore, Robert Carter and Barbara Prindle-Eaton

# *Report of the* **School Building Committee**

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The School Building Committee is pleased to report the completion of the additions and renovations to the Harwich Elementary School. This has been a long and complex project that started with the Town Meeting of 1998 when the funds were authorized to proceed with the design plans. During the summer of 1998 the Selectmen formed a Permanent School Building Committee for the construction and/or renovations of the elementary and high schools. Since 1998 the committee has been extremely busy with the elementary school.

During the past year the elementary school building was completed and occupied. With the final phase completion in February, students and teachers began to use the last of the renovated sections of the building along with the administration, Family Center, Library/Media Center and computer lab staff. The furnishings were delivered during the spring and summer and the new computer system, voice mail system and video system were placed in full service. The elementary school now has 38 new or renovated classrooms, a new gymnasium, computer lab and Family Resource Center. In addition, the Library/Media Center, multipurpose room and cafeteria have been fully renovated.

Our committee held biweekly meetings to review plans and make decisions with the school department on features and space required. With construction commencing in February 2001, meetings with the contractors were held weekly to coordinate construction. A project of this size required hundreds of meetings with the contractor, John T. Callahan and Sons, Inc. and our architects, Strekalovsky and Hoit. Committee members have made weekly and at times daily site visits to monitor progress and become completely familiar with issues that required resolution.

The Elementary School Building Project was completed within the anticipated time frame and under budget.

On June 1, 2003, during a driving rainstorm, over 250 citizens of Harwich came out to dedicate the building for the "Education of the Students of Harwich" and for the first time the entire building was open for public inspection. The citizens of Harwich were able to comprehend the full scope of the project.

We would like to thank the citizens and taxpayers of Harwich, the Board of Selectmen, Town Accounting Office, Building Department, Fire

Department and School Committee for their support. We especially appreciate the support of the parents, teachers, staff, administration and students over the course of construction. The positive attitude of the children in witnessing construction in progress along with their smiles and their patience during the entire project was most appreciated.

Respectfully submitted,

Jack Burke, *Chairman*

Cathy Farrell, *Vice Chairman*

Mary Clarke, *Secretary*

Richard Hoyer

Franco Previd

Mark Russell

Dan Speakman



# *Report of the* **Cape Cod Regional Technical High School District**

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Cape Cod Regional Technical High School, home of the Cape Cod Tech Crusaders, was established in 1973 as a public vocational technical high school. Cape Cod Tech enrolls students from the towns of Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet, and Yarmouth offering studies in technical programs for students in grades 9 through 12. This year there were 140 students in the Cape Cod Tech 2003 graduating class with 49% of our graduates employed in their trade, 34% of our graduates going on to further their education, and with the remainder 17% of our graduates working outside of their trade or joining the armed services. We had a total school enrollment of 664 students with 59% of our students participating in a cooperative educational experience. We also offer a secondary contingent of adult education, adult and youth employment programs, and an 8th grade pre-vocational program.

The New England Association of Schools & Colleges (NEAS&C) sent an accreditation team for the decennial evaluation of our school in April of 2003 and we proudly announce that the NEAS&C voted to continue the accreditation of Cape Cod Tech. This accreditation will last for the next 10 years but there will be a 2-year written review and a 5-year focus visit by the New England Association of Schools & Colleges. The report from the NEAS&C commended us for our school climate, our positive links to the community, the condition of our school building and grounds, and our initiation of the High Schools That Work and Senior Project programs. We were asked to look at increasing non-traditional student enrollments, to review our course structure, and to redesign our scheduling process.

Cape Cod Tech continues to implement two related major initiatives entitled Senior Project and High Schools that Work. The Senior Project was expanded in 2003 to include all technical programs and will become a graduation requirement for all students with the class of 2006. Students will follow a structured plan in choosing a project that will relate to his or her technical field. The High Schools That Work is a whole-school improvement model funded by a three-year comprehensive school reform grant through the Massachusetts Department of Education. The goal of this initiative is to raise the achievement of all students in Reading, Math, Science, and technical shops.

The 2003 MCAS (Massachusetts Comprehensive Assessment System) showed improvement over the previous year in both English Language Arts (ELA) and Math. MCAS English Language Arts (ELA) passing percentages increased 11% in 2003 over the results of 2002 and our MCAS Math passing percentages increased 6% for that same time period.

We had over 800 people attending our Tech Night in April where prospective students and their parents come to our school to see the programs we offer. Our Annual Advisory dinner was attended by more than 150 members of local business and industry.

Our Vocational and Industrial Clubs (VICA) of America had 50 students participating in the VICA District competitions bringing home 20 medals, 36 students participating in the VICA State competitions winning 12 medals, 4 of them gold, with 4 students going onto the VICA National competitions. Our Future Farmers of America (FFA) had 22 students participating in the FFA State Convention bringing home 10 medals and 4 of our FFA students will go on to compete in the 2004 National competition.

Our school has participated in a number of community projects and what follows are a few examples of what our students have accomplished this year. Our Carpentry students took part in completing the Astronomical Observatory project at Dennis-Yarmouth High School; and our Electrical and Plumbing students continued their work on Habitat for Humanity projects. Our Auto Collision Technology students repaired and refinished a Town of Mashpee vehicle and our Cosmetology students participated in a day of beauty for parents of children with cancer.

We continue to strive for excellence in our student's performance both academically and technically.

Respectfully submitted,

Carolyn G. Crowell  
Lee Culver



# FINANCE

## *Report of the* **Finance Committee**

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It is the responsibility of the Finance Committee to advise the voters of the Town of Harwich and, in particular, the attendees of the annual and special town meetings, on the town budget and all warrant articles, finance-related and otherwise. We are appointed by the town moderator to provide an independent view unaffected by personal political motives. As a result there will be occasions where the Finance Committee's recommendations differ from those of the Board of Selectman. We believe that you, the citizens of this town, benefit from an alternate view of issues that could have long-term financial consequences for the town and for you as taxpayers and residents. To that end, in the past year we held numerous public hearings on the town budget and on the warrant articles that the Town Meeting members voted on.

The budget review process was particularly difficult this past year. The stresses on the ability to budget sufficient amounts of funds to provide the services that the people have come to expect and depend upon included such factors as, an anticipated reduction in state aide to the town of twenty percent, a substantial reduction in the state's contribution to the school department's funds, significant increases in the cost of health insurance, an increasing number of Harwich students opting to exercise their "school choice" by transferring out of town (and taking significant amounts of money with them), and even the additional personnel costs associated with an extra day in the (leap) year.

On the first day of the budget review hearings, held jointly by the Board of Selectman and the Finance Committee, the Town Administrator advised us that we would need to reduce the budget requests of the various town departments by at least a million dollars. Negotiations with the School Department, though always highly professional and cordial, were especially difficult in the early stages of the budget review process. All parties recognized that in order to maintain the high quality of the education that Harwich provides to its young people, we have to be able to provide the funding necessary to hire and retain the best teachers and to repair and maintain the town's school proper-



ties. Even to provide a level source of services would require a fairly significant increase in spending. However the school department had to deal with many cost increases, including, for example, a rising demand for money to provide services for our children with special educational needs. Fortunately, compromises on all sides led to an agreed-upon school budget recommendation to the voters at Town Meeting.

The need to reduce spending resulted in a number of reasonable requests from town departments having to be refused, including reductions in police and fire overtime budgets and a significant number of police department expenditure requests. A number of departments had to be advised that they would have to delay purchasing much-needed replacement vehicles for at least another year. There were some things that occurred that helped in the process of balancing the town's budget. Naturally, a primary source of funds to the town are fees and charges assessed to the users of town services. In the previous year, the town saw reasonable increases in the various fees charged by the town's golf course, user fees at the Community Center, and the fees collected by the harbormaster. Also, having a year of actual, instead of estimated, expenses for the Community Center made reviewing that portion of the budget a bit easier. Through a great deal of hard work, particularly by the town administrator, the school department and the heads of the other town departments, a total town budget was presented at Town Meeting jointly by the Board of Selectman and the Finance Committee, without dispute by any department on the town meeting floor. The town budget for Fiscal year 2004 represented a reduction in the budget for Fiscal 2003 in the amount of \$1,237,462.

In addition to its work on the town's annual budget, the Finance Committee is charged with the duty of reviewing and making recommendations on all Articles in the Town Warrant. In the past fiscal year the Finance Committee agreed to support a large number of warrant requests proposed by town officials and petition articles submitted by the town's citizens. The Finance Committee also recommended against some articles that the committee felt were not in the town's best interest for financial or other reasons. In a few instances, such as the changes proposed by the By-Law and Charter Review Committee and the Enterprise Funding method submitted by the Water Commissioners, the Finance Committee requested that articles be withdrawn and re-considered in subsequent years.

The Finance Committee greatly appreciates the efforts of Town Administrator Wayne Melville and of the town department heads and employees for their work in preparing and presenting us with the necessary facts and figures to enable us to provide what we hope were well-reasoned and useful recommendations to the Town Meeting voters.

Finally, the Harwich Finance Committee thanks outgoing members Leo Cakounes and Anne Magor for their many years of service on the committee. We also welcome our newest member Michael Flores.

Respectfully submitted,

*Harwich Finance Committee*  
 Brian D. Widegren, *Chairman*  
 Edward Barrett, *Vice Chairman*  
 Dana DeCosta, *Clerk*  
 Barbara McCue  
 Mark McGowan  
 Peter J. Luddy  
 Arvid Groswald  
 Michael Flores

### FINANCE COMMITTEE RESERVE FUND

Date	Budget Line	Department	Amount
09/07/02	380	COA S&W	\$ 8,703.00
10/29/03	171	Fire Exp.	4,358.03
01/23/03	545	Unemployment	19,827.00
03/11/03	530	Postage	6,250.00
03/11/03	61	Treasurer Exp.	940.74
04/08/03	330	Community Center S&W	2,500.00
04/08/03	990	School	53,196.00
04/22/03	211	Emergency Management Exp.	2,012.03
04/22/03	21	Selectmen Exp.	95.81
05/06/03	520	Group Insurance	343,582.00
05/06/03	500	Gasoline	60,000.00
05/06/03	530	Postage	2,500.00
05/06/03	540	FICA	2,213.00
05/27/03	241	Highway Exp.	263,000.00
05/27/03	330	Community Center S&W	2,500.00
06/30/03	380	COA S&W	3,664.54
06/30/03	540	FICA	5,000.00
07/14/03	173	Ambulance Billing	4,950.00
		<b>TOTAL TRANSFERS</b>	<b>\$785,292.15</b>

## Report of the Board of Assessors

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In calendar 2003/Fiscal 2004, we completed our tri-annual revaluation of real property. The revaluation caused the tax rate to decrease from \$8.02 to \$6.60. Because we have been conducting annual property updates, we avoided the shock some towns have experienced when their values increased 3 years worth of market increase in one billing cycle. Even with the annual updates the median value increased by 32%. We expect this trend to continue.

We have been using our appraisal software for 4 years and it is now refined to the point where most values are very accurate, which has lowered the number of applications for abatement. Less than 2% of taxpayers have requested an individual review of their assessment.

We submitted an article for the 2003 Annual Town Meeting to liberalize the benefits and requirements for the Clause 41 or Senior Exemption. Due to fiscal constraints we were not able to modify it as much as the law allows. There will be another article in this years warrant to further increase the benefits.

We appreciate and support the efforts of the Engineering Department to computerize the Town Assessing Maps.

The new values have been put on the town web site ([www.town.harwich.ma.us](http://www.town.harwich.ma.us)) so everyone can check their valuation or those of other properties.

As always, the Board of Assessors and the dedicated Assessors Office Staff are available to assist you in any way we can.

### FISCAL YEAR 2004

The value of all real and personal property assessed:	\$4,211,374,400.00
Total amount to be raised:	\$ 44,503,952.19
Total estimated receipts and revenue:	\$ 16,708,881.15
Net amount to be raised by taxation of real and personal property:	\$ 27,795,071.04
Tax rate for each \$1000 value assessed:	\$ 6.60
Total number of tax bills:	15,751



**MOTOR VEHICLE EXCISE ISSUED IN FISCAL YEAR 2003**

17952	-Bills were issued with a valuation of:	\$ 82,729,650.00
	-Amount of tax:	\$ 1,771,100.28
1097	- Abatements were issued in the amount of:	\$ 81,721.99

**BOAT EXCISE ISSUED IN FISCAL YEAR 2003**

2320	-Bills were issued with a valuation of:	\$ 12,158,700.00
	-Amount of tax:	\$ 118,824.23
115	-Abatements were issued in the amount of:	\$ 5,271.90

Respectfully submitted,  
Barry A. Hemeon, *Chairman*  
Robert S. Neese  
John C. Neudorfer

## HARWICH

## A. EDUCATION:

## Distributions and Reimbursements:

1. Chapter 70	1,363,502
2. School Transportation Programs <i>Chs. 71, 71A, 71B and 74</i>	0
3. School Construction <i>1948, Ch. 645; 1976, Ch. 511</i>	816,537
4. Retired Teachers' Pensions <i>Ch. 32, s. 20 (2) (c)</i>	0
5. Charter Tuition Assessment Reimbursement <i>Ch. 71, s. 89</i>	30,199

## Offset Items – Reserve for Direct Expenditure:

6. Racial Equality <i>Chs. 76, s. 12A, 71, ss. 37 I,J, 15, s. 11</i>	0
7. School Lunch <i>1970, Ch. 871</i>	7,350
8. Aid to Reduce Class Size	0
9. School Choice Receiving Tuition <i>Ch. 76, s. 12B, 1993, Ch. 71</i>	242,187

Sub-Total, All Education Items	2,459,775
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## GENERAL GOVERNMENT:

## Distributions and Reimbursements:

1. Lottery, Beano & Charity Games	376,383
2. Additional Assistance	0
3. Local Share of Racing Taxes <i>1981, Ch. 558</i>	0
4. Regional Public Libraries <i>Ch. 78, s. 19C</i>	0
5. Police Career Incentive <i>Ch. 41, s. 108L</i>	0
6. Urban Renewal Projects <i>Ch. 121, ss. 53-57</i>	0
7. Veterans' Benefits <i>Ch. 115, s. 6</i>	2,620
8. Exemptions: Vets, Blind & Surviving Spouse <i>Ch. 58, s. 8A; Ch. 59 s. 5</i>	39,733
9. Exemptions: Elderly <i>Ch. 59, s. 5, Cl. 41, 41B, 41C</i>	28,178
10. State Owned Land <i>Ch. 58, ss. 13-17</i>	12,264

## Offset Item - Reserve for Direct Expenditure:

11. Public Libraries <i>Ch. 78, s. 19A</i>	13,114
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Sub-Total, All General Government	472,292
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TOTAL ESTIMATED RECEIPTS, FISCAL 2004	2,932,067
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**HARWICH**

<b>A. County Assessment, County Tax:</b> <i>Ch. 35, ss. 30, 31</i>	<b>342,167</b>
<b>B. STATE ASSESSMENTS AND CHARGES:</b>	
1. Retired Employees Health Insurance <i>Ch. 32A, s. 10B</i>	0
2. Retired Teachers Health Insurance <i>Ch. 32A, s. 12</i>	0
3. Mosquito Control Projects <i>Ch. 252, s. 5A</i>	85,004
4. Air Pollution Districts <i>Ch. 111, ss. 142B, 142C</i>	5,638
5. Metropolitan Area Planning Council <i>Ch. 40B, ss. 26, 29</i>	0
6. Old Colony Planning Council <i>1967, Ch. 332</i>	0
7. RMV Non-Renewal Surcharge <i>Ch. 90; Ch. 60A</i>	9,900
Sub-Total, State Assessments	100,542
<b>C. TRANSPORTATION AUTHORITIES:</b>	
1. MBTA <i>Ch. 161A, ss. 8-9; 1974, Ch. 825, ss. 6-7</i>	0
2. Boston Metro. Transit District <i>1929, Ch. 383; 1954, Ch. 535</i>	0
3. Regional Transit <i>Ch. 161B, ss. 9, 10, 23; 1973, Ch. 1141</i>	43,409
Sub-Total, Transportation Assessments	43,409
<b>D. ANNUAL CHARGES AGAINST RECEIPTS:</b>	
1. Multi-Year Repayment Programs	0
2. Special Education <i>Ch. 71B, ss. 10, 12</i>	1,598
3. STRAP Repayments <i>1983, Ch. 637, s. 32</i>	0
Sub-Total, Annual Charges Against Receipts	1,598
<b>E. TUITION ASSESSMENTS:</b>	
1. School Choice Sending Tuition <i>Ch. 76, s. 12B, 1993, Ch. 71</i>	639,503
2. Charter School Sending Tuition <i>Ch. 71, s. 89</i>	267,084
3. Essex County Technical Institute Sending Tuition <i>1998, Ch. 300, s. 21</i>	0
Sub-Total, Tuition Assessments	906,587
<b>F. TOTAL ESTIMATED CHARGES, FISCAL 2004</b>	<b>1,394,303</b>



# Report of the Treasurer

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I hereby respectfully submit the Annual Report of the Town Treasurer for the Fiscal Year 2003

Balance June 30, 2002	\$21,257,618.92
Receipts	\$54,159,031.13
Total	\$75,416,650.05

Paid by Warrants	\$58,920,254.83
Balance June 30, 2003	\$16,496,395.22
Total	\$75,416,650.05

## **TRUST AND ESCROW FUNDS - FISCAL YEAR 2003**

### **JOHNSON-ULM SCHOLARSHIP FUND**

Balance July 1, 2002	\$42,613.62
DEPOSITS	
Interest earned	\$1,123.12
Total	\$43,736.74
Withdrawn for Scholarship	\$5,000.00
Balance June 30, 2003	\$38,736.74
Total	\$43,736.74

### **HERBERT MORSE SCHOLARSHIP FUND**

Balance July 1, 2002	\$8,204.97
DEPOSITS	
Interest earned	\$172.69
Total	\$8,377.66
Withdrawn for Scholarships	\$0.00
Balance June 30, 2003	\$8,377.66
Total	\$8,377.66

### **BROOKS MEDAL FUND**

Balance July 1, 2002		\$1,025.84
Deposits		\$19.89
Interest earned		
	Total	\$1,045.73
Withdrawn for Scholarships	\$0.00	
Balance June 30, 2003	\$1,045.73	
	Total	\$1,045.73

### **HIGH SCHOOL TRACK RECONSTRUCTION**

Balance July 1, 2002		\$2,934.98
Interest earned		\$262.59
Deposits		
	Total	\$3,197.57
Withdrawn		
Balance June 30, 2003	\$3,197.57	
	Total	\$3,197.57

### **CLASS OF 1991**

Balance July 1, 2002		\$1,111.85
Interest earned		\$29.63
Deposits		
	Total	\$1,141.48
Withdrawn		
Balance June 30, 2003	\$1,141.48	
	Total	\$1,141.48

### **STABILIZATION FUND**

Balance July 1, 2002		\$283,711.52
Interest earned		\$6,193.98
Deposits		\$0.00
Balance June 30, 2003		\$289,905.50
Withdrawn		
Balance June 30, 2003	\$289,905.50	
	Total	\$289,905.50

## CONSERVATION FUND

Balance July 1, 2002		\$4,913.58
Interest earned		\$105.47
Balance June 30, 2003	Total	\$5,019.05

## WAHBURN NOM TRST PLANS AND BIDS ESCROW ACCOUNT

Balance July 1, 2002		\$7,387.71
Interest earned		\$143.19
Deposits		
	Total	\$7,530.90

Funds retd to various persons	\$0.00
Balance June 30, 2003	\$7,530.90
Total	\$7,530.90

## ALEX CHASE PLANS AND BIDS ESCROW ACCOUNT

Balance July 1, 2002		\$3,948.48
Interest earned		\$76.53
Deposits		
	Total	\$4,025.01

Funds retd to various persons	\$0.00
Balance June 30, 2003	\$4,025.01
Total	\$4,025.01

## AARON GRINGAS PLANS AND BIDS ESCROW ACCOUNT

Balance July 1, 2002		\$993.11
Interest earned		\$19.25
Deposits		\$0.00
	Total	\$1,012.36

Funds retd to various persons		
Balance June 30, 2003	\$1,012.36	
Total	\$1,012.36	

## ISLAND POND LAND BANK ESCROW ACCOUNT

Balance July 1, 2002		\$12,293.54
Interest earned		\$238.26
Deposits		
	Total	\$12,531.80



Funds ret'd to various persons	
Balance June 30, 2003	\$12,531.80
Total	\$12,531.80

### **WHITEHOUSE FIELD MAINTENANCE FUND**

Balance July 1, 2002		\$14,025.01
Interest earned		\$294.72
Deposits	Total	\$14,319.73
Withdrawals	\$3,000.00	
Balance June 30, 2003	\$11,319.73	
Total	\$14,319.73	

### **400TH ANNIVERSARY**

Balance July 1, 2002		\$1,294.22
Interest earned		\$11.64
	Total	\$1,305.86
Withdrawals	\$0.00	
Balance June 30, 2003	\$1,305.86	
Total	\$1,305.86	

### **CEMETERY PERPETUAL CARE FUNDS**

Balance July 1, 2002		\$536,255.12
Interest earned		\$8,691.08
Receipts		\$9,090.00
	Total	\$554,036.20
Interest expended	\$9,421.34	
Balance June 30, 2003	\$544,614.86	
Total	\$554,036.20	

### **BROOKS FREE LIBRARY TRUST FUNDS**

Balance July 1, 2002		\$710,348.59
Interest earned		\$11,460.80
Deposits		\$16,300.00
	Total	\$738,109.39

FEES	\$3,040.80
Interest expended	\$34,705.24
Balance June 30, 2003	\$700,363.35
Total	\$738,109.39

**Schedule of Debt Outstanding as of JANUARY 15, 2004**  
**with interest to be paid to maturity:**

AUTHORIZATION	ISSUE	OUTSTANDING	INTEREST TO MATURITY
ART. 14 - 1993 ATM	4.41% WATER REHAB		\$55,000.00
WATER WELL/REHAB METERS	DATED 10/01/1993		\$1,265.00
\$585,000	DUE 02/15/2004		
ART. 79 - 1987 ATM	3.83% SCHOOL(ELEMENTARY)	\$38,000.00	
ELEM.SCHOOL RENOV	DATED 02/15/1989		\$874.00
\$2,537,000	DUE 02/15/2004		
	REFIN 10/01/93		
ART. 79 - 1987 ATM	3.83% SCHOOL (MIDDLE)	\$655,500.00	
MIDDLE SCHOOL ADD/RENOV	DATED 02/15/1989		\$15,076.50
\$8,973,000	DUE 02/15/2004		
	REFIN 10/01/93		
ART. 22 - 1988 ATM	3.83% OLIVERS POND	\$133,000.00	
1ST BOND ISSUE OLIVERS	DATED 02/15/1989		\$3,059.00
\$1,470,000	DUE 02/15/2004		
	REFIN 10/01/93		
ART. 56 1988 ATM	3.83% TRANSFER STATION	\$123,500.00	
NEW TRANSFER STATION	DATED 02/15/1989		\$2,840.50
\$1,320,000	DUE 02/15/2004		
	REFIN 10/01/93		
ART 13 99	MUNICIPAL PURPOSE LOAN	\$50,000.00	
PLANS GOLF COURSE	DATED 9/15/00	9/15	\$1,150.00
		3/15	\$0.00
ART 26 2001 ATM	4.00% AMBULANCE	\$60,000.00	
AMBULANCE	9/15/1-9/15/16	9/15	\$1,575.00
\$130,500.00		3/15	\$525.00
ART1 STM 99 AND ART 22 00	MUNICIPAL PURPOSE LOAN	\$310,000.00	
ELEMENTARY SCHOOL PLANS	DATED 9/15/00	9/15	\$9,925.00
		3/15	\$2,892.50
ART 24 2000	MUNICIPAL PURPOSE LOAN	\$200,000.00	
ROAD MAINTENANCE	DATED 9/15/00	9/15	\$6,750.00
		3/15	\$2,225.00
ART 18 2000	MUNICIPAL PURPOSE LOAN	\$130,000.00	
FIRE ENGINE	DATED 9/15/00	9/15	\$4,387.50
		3/15	\$1,446.25

ART 26 2000 SWEEPER	MUNICIPAL PURPOSE LOAN DATED 9/15/00	\$40,000.00 9/15 3/15	\$1,350.00 \$445.00
ART 25 2000 FRONT END LOADER	MUNICIPAL PURPOSE LOAN DATED 9/15/00	\$40,000.00 9/15 3/15	\$1,350.00 \$445.00
ART 13 STM 00 GENERATOR COMM CTR	MUNICIPAL PURPOSE LOAN DATED 9/15/00	\$40,000.00 9/15 3/15	\$1,350.00 \$445.00
ART. 49 - 1992 ATM 2PUMPS/N.HAR/CORROSION \$2,000,000	5.13% WATER TREATMENT DATED 10/15/1992 DUE 12/15/2007	\$490,000.00	\$56,060.00
ART 10-1997 ATM PUMPING STATION \$1,105,000.00	4.2455% PUMPING STATION DATED 8/1/98 DUE 12/15 DUE JUNE 15	\$550,000.00	\$23,897.50 \$23,897.50
ART. 07 - 1994 STM NEW FIRE HQ/RENOV.STA.#2 \$2,910,000	5.20% FIRE STATION DATED 05/15/1995 DUE 05/15/2010	\$1,350,000.00	\$214,340.00
ART. 13 - 1996 ATM LIBRARY ADDITION/RENOV \$3,000,000	4.81% LIBRARY DATED 12/15/1996 DUE 12/15/2011	\$1,600,000.00	\$317,300.00
ART 12-1998 ATM COMMUNITY CENTER \$5,095,000.00	4.0277 COMM CENTER DATED 10/15/98 DUE 10/15/2013	\$3,395,000.00 10/15 4/15	\$377,540.00 \$310,155.00
ART 76 00 TRACK AND SOCCER FIELDS	MUNICIPAL PURPOSE LOAN DATED 9/15/00	\$95,000.00 9/15 3/15	\$12,755.00 \$10,508.75
ART 2 2001 STM ELEMENTARY SCHOOL	4.00% SCHOOL 9/15/1-9/15/16	\$12,745,000.00 9/15 3/15	\$1,832,687.50 \$1,580,862.50
ARTS FY 99 AND 00 LAND BANK ART 56 OF 99/ART'S 66,67,70,71 99 AND 00	MUNICIPAL PURPOSE LOAN LAND BANK ARTICLES	\$2,710,000.00 9/15 3/15	\$573,110.00 \$507,307.50
AND ART10 STM 2000 ART 58 2001 ATM land bank (NET OF LEVY) \$360,000.00	DATED 9/15/00 4.00% LAND landbank 9/15/1-9/15/16	\$330,000.00 9/15 3/15	\$71,640.57 \$64,721.93
ART 1 STM 00 LANDFILL CAPPING AND RECYCLING CENTER	MUNICIPAL PURPOSE LOAN DATED 9/15/00	\$1,255,000.00 9/15 3/15	\$278,400.00 \$247,827.50
ART 62 1998 ATM LAND (NOT LANDBANK) \$979,500.00	4.00% (NOT LANDBANK) 9/15/1-9/15/16	\$865,000.00 9/15	\$166,465.61 \$148,687.51



ART 48 1999 ATM	0% SEPTIC	\$200,000.00	
SEPTIC LOANS			
		\$200,000.00	
ART 2 STM AUG 26, 02	4.17%	\$680,000.00	
LAND BANK			\$137,090.00
		\$725,000.00	\$123,050.00
ART'S GOLF COURSE	4.17%	\$1,085,000.00	
CLUBHOUSE AND			\$215,021.25
UTILITY BLDG			\$192,706.25
ATR 24 02	4.17%	\$150,000.00	
WELL WATER			\$13,293.75
			\$10,612.50
ART 18-2003 ATM	3.75%	\$138,460.00	
FIRE DEPT AMBULANCE			\$11,048.00
			\$4,425.00
ART 14 2003	3.75%	\$215,000.00	
POLICE COMPUTERS			\$18,702.50
			\$9,087.50
ART 13 2003	3.75%	\$140,000.00	
POLICE STA PLANS			\$23,565.00
			\$17,938.75
ART 31 2003	3.75%	\$1,100,000.00	
LAND BANK			\$224,887.50
			\$183,598.75
ART 63 2001	3.75%	\$3,500,000.00	
LAND BANK			\$766,281.25
			<u>\$637,742.75</u>
TOTAL OUTSTANDING DEBT JAN 15, 2004		\$34,468,460.00	\$9,466,591.37

### DEBT LIMIT AS OF JANUARY 15, 2004

Equalized Valuation	\$3,192,730,100.00	
Debt Limit -		
5% Equalized Valuation		\$159,636,505.00
Total Outstanding Debt	\$34,468,460.00	
Total Outside Debt Limit	\$2,748,500.00	
Net Debt subject to Debt Limit		\$31,719,960.00
Remaining borrowing capacity		\$127,916,545.00
under 5% Debt Limit		

My appreciation to the Selectmen, Town Administrator and all departments for their assistance and cooperation during the past year. I wish to thank and give credit to a great staff – Caitlin Daley, Judith Murphy and my assistant Amy Duffy.

Respectfully submitted

Dorothy Parkhurst  
Treasurer

**REPORT OF THE TREASURER**

**FISCAL YEAR 2003**

**JULY 1, 2002 - JUNE 30, 2003**

<b><u>Tax Title Accounts</u></b>	<b><u>Munis</u></b>	<b><u>Lotus</u></b>
Outstanding July 1, 2002	\$38,393.82	\$691,262.62
Land Bank Committed	\$3,232.46	
Tax Committed	\$115,268.05	
Committed Fees & Interest	\$41,306.93	
Exemptions & Abatements	\$3,486.60	
Disclaimed		\$6,940.73
Payments to Land Bank	\$409.84	\$321.54
Payments on Tax Title	\$18,860.41	\$26,364.07
Interest Paid	\$2,598.75	\$32,451.98
Outstanding June 30, 2003	\$175,444.41	\$657,636.28

**Deferred Tax Accounts**

Outstanding July 1, 2002	\$87,633.33
Deferred tax added	\$27,744.00
Payments	\$29,188.67
Interest paid	\$11,355.69
Outstanding June 30, 2003	\$86,188.66

# Report of the COLLECTOR OF TAXES

## FISCAL YEAR 2003 JULY 1, 2002 - JUNE 30, 2003

Tax Account	Outstanding JULY 1, 2002	Commitments	Payments to Treasurer	Exemptions & Abatements	Refunds	Tax Titles JUNE 30, 2003	Outstanding JUNE 30, 2003
2003 Land Bank		\$782,365.23	-\$768,164.73	-\$1,228.20	\$159.90		\$13,132.20
2003 Real Estate		\$26,078,823.07	-\$25,503,854.85	-\$196,855.32	\$99,208.27		\$477,321.17
2003 Title 5 Betterments		\$21,290.54	-\$21,020.46				\$270.08
2003 Personal Property		\$658,014.70	-\$628,308.22	-\$14,777.24	\$4,840.04		\$19,769.28
2003 Motor Vehicle Excise		\$1,391,363.96	-\$1,225,191.27	-\$54,334.93	\$3,039.37		\$114,877.13
2002 Land Bank	\$15,204.04		-\$11,757.23	-\$3,347.08	\$3,475.73	-\$2,937.64	\$637.82
2002 Real Estate	\$577,180.97		-\$455,180.74	-\$115,773.54	\$123,182.86	-\$102,669.92	\$26,739.63
2002 Personal Property	\$28,331.72		-\$18,064.32	-\$3,228.23	\$1,625.49		\$8,664.66
2002 Motor Vehicle Excise	\$170,931.52	\$361,736.32	-\$500,159.85	-\$26,743.72	\$15,521.13		\$21,285.40
2001 Land Bank	\$1,363.64		-\$993.43	-\$248.68	\$173.29	-\$294.82	\$0.00
2001 Real Estate	\$60,433.55		-\$47,214.11	-\$8,289.23	\$7,163.46	-\$12,598.13	-\$504.46
2001 Personal Property	\$6,842.45		-\$627.23	-\$247.29	\$16.23		\$5,984.16
2001 Motor Vehicle Excise	\$19,305.57	\$38,270.31	-\$45,032.63	-\$2,085.82	\$422.08		\$10,879.51
2001 Boat		\$66,976.63	-\$27,857.33	-\$7,208.50			\$31,910.80
2000 Real Estate	-\$544.63				\$544.63		\$0.00
2000 Personal Property	\$3,305.62			-\$3,305.62			\$0.00
2000 Motor Vehicle Excise	\$8,441.26		-\$1,772.52	-\$6,668.74			\$0.00
2000 Boat	-\$120.00	\$52,009.61	-\$33,090.38	-\$5,271.90	\$217.92		\$13,745.25
1999 Boat Excise	-\$12.50						-\$12.50
Totals	\$890,663.21	\$29,450,850.37	-\$29,288,289.30	-\$449,614.04	\$259,590.40	-\$118,500.51	\$744,700.13



COLLECTIONS MADE BY THE TAX COLLECTOR'S OFFICE JULY 1, 2002 - JUNE 30 , 2003

	2003	2002	2001	2000	TOTALS
LAND BANK TAXES	\$768,164.73	\$11,757.23	\$993.43	---	\$780,915.39
TITLE 5 BETTERMENTS/ COMMITTED INTEREST	\$21,020.46	---	---	---	\$21,020.46
REAL ESTATE TAXES	\$25,503,854.85	\$455,180.74	\$47,214.11	---	\$26,006,249.70
PERSONAL PROPERTY TAXES	\$628,308.22	\$18,064.32	\$627.23	---	\$646,999.77
MOTOR VEHICLE EXCISE TAX	\$1,225,191.27	\$500,159.85	\$45,032.63	\$1,772.52	\$1,772,156.27
BOAT EXCISE TAX	---	---	\$27,857.33	\$33,090.38	\$60,947.71
INTEREST-REAL / LAND / TITLE 5 / PERSONAL TAXES	\$56,003.73	\$36,100.81	\$9,183.67	---	\$101,288.21
INTEREST-MOTOR VEHICLE & BOAT EXCISE TAX	\$672.03	\$3,175.28	\$1,338.86	\$378.56	\$5,564.73
FEES-REAL / PERSONAL / LAND & WATER TAXES	\$4,530.00	\$5,217.00	\$555.00	---	\$10,302.00
FEES-MOTOR VEHICLE & BOAT EXCISE TAX	\$3,580.00	\$11,360.00	\$2,040.00	\$440.00	\$17,420.00
MUNICIPAL LIENS	\$61,701.48	---	---	---	\$61,701.48
REGISTRY MARKING FEES	\$10,340.00	---	---	---	\$10,340.00
COPIES	\$57.00	---	---	---	\$57.00
TOTALS	\$28,283,423.77	\$1,041,015.23	\$134,842.26	\$35,681.46	\$29,494,962.72

LAND BANK COLLECTED	\$780,915.39
BETTERMENTS	\$21,020.46
TAXES	\$28,486,353.45
INTEREST	\$106,852.94
FEES/PENALTIES	\$27,722.00
MUNICIPAL LIEN CERTIFICATES	\$61,701.48
REGISTRY MARKING FEES	\$10,340.00
COPIES	\$57.00
TOTAL	\$29,494,962.72

Report of the  
Trustees of the Caleb Chase Fund

Town of Harwich, Massachusetts  
For the Fiscal Year ended June 30, 2003

On January 21, 1899, Caleb Chase signed his Last Will and Testament establishing The Caleb Chase Fund in which he bequeathed "to the Town of Harwich to be used for the support of the poor, Ten Thousand Dollars." The following is the Trustees' financial report for the fiscal year ended June 30, 2003.

FINANCIAL STATEMENT

Inv. Mgmnt & Research Interest Program - beg. balance	\$60,551.71
Dividends and Interest (received during fiscal year):	+\$3,810.76
Paid to Town of Harwich Treasurer (received during fiscal year)	<u>- \$4,357.08</u>

ASSETS ON HAND AT END OF FISCAL YEAR:

Inv. Mgmnt & Research Interest Prog. (End bal. - June 30, 2003)		\$60,005.39
<b>SECURITIES</b> (Market values June 30, 2003)		
533 shs Citigroup	20,653.75	
400 sh Coca Cola Co.	22,400.00	
400 sh Exxon Corp.	16,368.00	
800 sh General Electric	23,240.00	
500 sh Halliburton	7,970.00	
800 sh Intel	14,616.00	
500 sh McDonalds	14,225.00	
400 sh Merck & Co.	20,256.00	
1,000 sh Microfinancial	7,800.00	
300 sh P & G Co.	26,790.00	
6 sh Smucker	204.78	
800 sh Worldcom	<u>0</u>	
		<u>\$172,053.03</u>
		\$232,058.42

Respectfully submitted,  
William A. Doherty, Jr., *Treasurer*  
David M. Davis  
Paul V. Doane

# *Report of the* **Capital Outlay Committee**

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John Brooks  
Lawrence Cole, Chairman  
Dana DeCosta, Vice Chairman

Angelo LaMantia  
Barbara McCue  
Robert Owens

The Committee met six times in September and October to consider requests totaling \$60-80 million worth of capital spending projects from town boards, commissions and departments for the period FY05-FY11, the range depending on whether Harwich High School is simply renovated and brought up to code, or portable classrooms are replaced and new space added as well.

Our principal responsibility is to submit to the Town Administrator a capital plan with a new seventh year added to the last six years of the plan approved by Annual Town Meeting in the previous May. This we did by placing in FY11 a figure of \$7,040,000 for a new police station. It signifies our conclusion that this should be the next major capital project undertaken by Harwich, and whatever figure is ultimately approved for that project, there will likely be little other capital spending that year. We also opined that replacing the police station might not wait that long. The figure itself is a rough estimate based on the costs of comparable facilities built in Brewster, Bridgewater and Yarmouth in 2001 and 2002.

We also made a few recommendations regarding some changes in the approved plan for FY05, but no changes in the approved plans for FY06-FY10, primarily because we need more time to study the proposals we received that would impact those years, or because, as in the case of the Water Department's 30-year capital improvement plan, the Board of Selectmen and the Water Commissioners are discussing the possibility of operating the department as an enterprise fund.

In view of the magnitudes of the joint proposals from the Harbormaster and the Waterways Commission, and the proposals from the Water Quality Task Force, the Committee decided the compressed time period of a few weeks in the fall was inadequate to understand the needs and the implications of such proposals, and have thus decided to continue meeting about once a month until we have sufficient information to make a recommendation concerning these projects. These meetings will be posted and open to the public, as have been all our previous meetings.

The Committee also wants to make known its receptivity to proposals for projects that will result in savings and/or generate new revenue, but that such proposals must be accompanied by a firm business case.



We continue to appreciate the opportunity to meet with members of town government who come before us to explain their needs. We also wish to express our gratitude to Anne Magor, the immediate past Chairman of the Committee, and to former member Mark McGowan for their several years of service on the Capital Outlay Committee. Finally, we note that former member and mentor Robert Hall is still sorely missed.

# Report of the **Town Accountant**

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To the Honorable Board of Selectmen  
and Citizens of the Town of Harwich

In accordance with Section 61 of Chapter 41 of the General Laws of the Commonwealth,  
I present the following statements of the financial year; Fiscal Year ended June 30, 2003.

- Receipts
- Expenditures
- Appropriations and Expenditures; Budget and Article
- Debt Accounts; Balances and Changes
- Capital Projects Fund
- Balance Sheet

With deep appreciation to the Selectmen, Town Administrator, Treasurer, department heads, commissioners and committee members, fellow town employees, and especially JoAnne Clancy and Wendy Tulloch for their assistance and counsel during the year.

As always, we encourage anyone with questions to call, or better yet, to stop in for a visit and together we can address any questions or concerns.

Respectfully submitted,

Margaret M. Gallagher  
*Town Accountant*

<p style="text-align: center;"><b>STATEMENT OF RECEIPTS</b></p> <p style="text-align: center;"><b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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<b>MOTOR VEHICLE &amp; TRAILER EXCISE</b>	1,753,173.27	
Abated Motor Vehicle Taxes	2,940.38	
		1,756,113.65
<b>LICENSES</b>		
Liquor Licenses	31,205.00	
Hotel, Motel, Inn, etc.	975.00	
Business	2,450.00	
Stable	700.00	
Cable	4,002.50	
Junk Collector & Junk Dealer	1,085.00	
Used Car Dealer	125.00	
Amusement Device License	180.00	
Septage Carrier	5,045.00	
Massage Licenses	1,730.00	
Taxi/Limo Licenses	695.00	
Entertainment Licenses	1,620.00	
Motion Picture Licenses	660.00	
Common Victualler Licenses	1,075.00	
Other Food Service Licenses	9,555.00	
Tobacco Licenses	550.00	
Funeral Directors Licenses	1,025.00	
Transient Vendor	500.00	
		63,177.50
<b>FINES</b>		
Court Fines	6,868.61	
TnClk Non Criminal Fines - Fire	100.00	
TnClk Non Criminal Fines - Police	525.00	
TnClk Non Criminal Fines - Water	750.00	
TnClk Non Criminal Fines - Harbor	400.00	
TnClk Non Criminal Fines - Bldg	50.00	
TnClk Non Criminal Fines - Conservation	550.00	
Parking Violations	2,010.00	
		11,253.61
<b>GENERAL GOVERNMENT</b>		
Test Holes	15,535.00	
Sewerage Permits	22,960.00	
Building Permits	96,478.90	
Building Inspection Certificates	5,561.00	
Demolition Permits	475.00	



<p style="text-align: center;"><b>STATEMENT OF RECEIPTS</b></p> <p style="text-align: center;"><b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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Sign Permits	1,825.00
Rental Density Permit	100.00
Well Permit	550.00
BOH Flu Clinic	2,265.00
Swimming Pool	1,285.00
Plumbing Permits	34,922.00
Gas Permits	17,475.00
Electrical Inspections	30,522.00
Gun Permits	2,512.50
Shellfish Permits	5,393.00
Board of Appeals Hearings	16,200.00
Planning Board Hearings	23,980.40
Raffle	110.00
Fire and Oil Burner Inspections	19,330.00
Gasoline Storage	170.00
Ambulance Billing	835,136.16
Miscellaneous Licenses and Permits	100.00
Lien Certificates	61,701.48
Chattel Mortgage	1,432.48
Birth, Marriage & Death Certificates	7,950.00
Medical Certificate	280.00
Dog, Withheld from County Fees	8,492.00
Garden Plots	1,840.00
Conservation Hearings, Bog Lease, etc	2,562.00
Fish and Game Fees Withheld	409.55
Marking Fees	12,745.00
Bounced Check Fee	1,501.00
Treasurer's Admin Fees	408.93
Collector's Charges and Fees	360.00
Bond Premium	26,589.45
Cemetery Admin Fees	3,550.00
Grave Opening	650.00
Police Admin Fees	6,179.50
Police, Insurance	2,086.00
Police Auction	614.50
Police -Use Of Cruiser	760.00
Maps, Photocopies, etc.	8,769.26
Utility Poles	40.00
Disposal Users Fees	425,754.10

<p style="text-align: center;"><b>STATEMENT OF RECEIPTS</b>  <b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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Disposal Area Stickers	440,673.00	
Disposal Charge Customers	394,558.10	
Recycled Items	2,060.50	
Bottle Redemption	11,656.50	
Building Use	820.00	
Community Center Weight Room	22,175.00	
Telephone Commission	29.03	
Non Refundable Bid Deposit	140.72	
Other Dept Receipts	421.57	
Allen Harbor Parking Lot Rental	8,500.00	
Harbor Fuel Concession	32,869.52	
		<hr/>
		2,621,465.15
<b>LIBRARIES</b>		6,443.37
<b>RECREATION</b>		
<b>CRANBERRY VALLEY GOLF COURSE</b>		
Greens Fees	756,813.70	
Driving Range	60,130.00	
Pull Carts	6,617.43	
Yearly Residents' Fees	592,950.00	
Car Rentals	136,112.24	
Concession	7,485.00	
		<hr/>
		1,560,108.37
<b>PARKS &amp; RECREATION</b>		
Programs	27,145.00	
Red River Beach Parking	6,865.00	
		<hr/>
		34,010.00
<b>BEACHES</b>		
Sticker Sales	87,908.00	
Concessions	11,100.00	
		<hr/>
		99,008.00
<b>WHARFAGE</b>		743,127.01
<b>BOAT EXCISE</b>		60,729.79

<p style="text-align: center;"><b>STATEMENT OF RECEIPTS</b></p> <p style="text-align: center;"><b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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**INTEREST**

Savings, Checking & Investment Accounts	238,195.66	
Property Taxes	106,278.79	
Land Bank	2,629.83	
Septic Betterment	417.88	
Excise Taxes	26,458.44	
		<hr/>
		373,980.60

**PUBLIC SERVICE ENTERPRISES - Water**

1,643,332.02

**IN LIEU OF TAX PAYMENTS**

79,815.25

**STATE RECEIPTS**

**GENERAL GOVERNMENT**

Local Aid Fund - Lottery	401,402.00
Abatement to Veterans/Blind	40,973.00
Abatement to Elderly	62,314.00
Veterans' Benefits	9,753.10
Aid to Libraries	13,948.18

**SCHOOL**

Chapter 70	1,704,377.00
Pupil Transportation	83,890.00
Construction	824,785.00
SPED Adjustment	355.00

**OTHER STATE RECEIPTS**

Hotel Tax	375,726.00
Reg MV Fines	31,360.00
Chapter 90 Highway Reimbursement	652,887.16
Police Petroleum Tank	1,697.50

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4,203,467.94

**FEDERAL & STATE GRANTS**

School Projects & Title Programs	1,419,430.34
HDSP Housing Grant	521,937.36
Elder Affairs - Council on Aging	21,741.00
Public Safety Grants	105,732.97
Environmental Grants	140,643.35

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2,209,485.02



<b>STATEMENT OF RECEIPTS</b> <b>FISCAL YEAR ENDED JUNE 30, 2003</b>
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**COUNTY/OTHER GRANTS**

117,048.00

**RECOVERIES**

School Revolving Accounts:

Breakfast & Lunch Receipts	331,313.64
Athletic Program	12,049.00
Lost Books	207.01
Adult Education	35,616.50
Summer School	10,960.00
Harwich After School Program	227,616.16
Play School Program	19,671.10
NEED Collaborative	1,740.00
Special Education Program	18,716.00
Recreation Revolving A/C	87,330.50
Harwich Cultural Council	2,000.00
Water Hydrant Repair	3,386.79
Insurance Recovery	18,708.80
Workers Comp Recovery	27,297.31
Duplicate Payments	608.21
FEMA Snow Reimbursement	71,068.82
Prior Year Recovery	6,418.56
Employee Recovery	207.78
Jury Duty	400.00
Restitution	11,082.20
Veterans Benefits Recovery	12,426.00
Municipal Medicaid Reimburse	216,032.00

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1,114,856.38

**AGENCY, TRUST & INVESTMENT ACCOUNTS**

Payroll Withholdings

Federal Taxes	2,195,153.07
State Taxes	943,685.24
FICA	227,206.73
County Retirement	897,485.02
Massachusetts Teacher Retirement	826,828.17
Blue Cross/Blue Shield/Trustmark Life Ins	1,283,923.82
Teachers Association Dues	78,349.50
Police Federation Dues	17,784.00
Firefighters Association Dues	27,661.16

<p style="text-align: center;"><b>STATEMENT OF RECEIPTS</b>  <b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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Other Union Dues	20,709.29	
Annuity, Credit Union, Other W/H	976,244.68	
State Sales Tax Collected	11,297.31	
Firearms License Collected	2,637.50	
Wildlife Licenses Collected	7,739.75	
Golf Car Rental Special Account	233,670.55	
Police Extra Duty Detail Non-Town	173,983.00	
Fire Extra Duty Detail Non-Town	10,419.36	
Other Extra Duty Detail Non-Town	7,583.10	
Tailings	3,915.94	
Wetlands	5,232.00	
Deposit Subdivision/Plans & Bids	2,500.00	
Media One Cable	154,393.73	
Cemetery Lot Sales	6,860.00	
Elem School Savings Account	4,023.14	
Middle School Savings Account	53,738.57	
High School Savings Account	97,850.67	
Land Bank	1,723,058.75	
Land Auction Escrow A/C	120.68	
Caleb Chase Fund Income Account	4,357.08	
School Trust Accounts	2,005.87	
Planning Trust	16,371.25	
AFLAC Trust Account	84,622.34	
Whitehouse Field Trust	295.08	
Brooks LibraryTrust Account	18,382.74	
Cemetery Perpetual Care	20,738.40	
Stabilization Fund	6,193.98	
Conservation Trust	105.47	
400th Anniversary Trust	68.14	
Claims Trust Fund (BC/BS)	4,391,011.40	
Law Enforcement Trust Fund	378.99	
Septic Betterment	83,802.71	
Bond Anticipation Notes	1,151,590.00	
		15,773,978.18

<p style="text-align: center;"><b>STATEMENT OF RECEIPTS</b>  <b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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**GIFT ACCOUNTS**

Community Center Gift Account	19,322.00	
COA Gift Account	5,480.00	
COA Lunch Gift Account	1,500.00	
Ambulance Fund Gift Account	12,705.00	
Brooks Library Gift Account	3,452.24	
Parks & Recreation Gift Account	120.00	
Whitehouse Field Gift Account	1,300.00	
Shellfish Lab Gift Account	50.00	
Golf Clubhouse Gift Account	4,500.00	
Harwich Center Initiative Gift Account	720.00	
Youth Counselor Gift Account	150.00	
Sprint Cell Tower Gift Account	10,000.00	
Community Center Pool Gift Account	15.00	
		59,314.24

**BOND ISSUE**

2,046,590.00

**PROPERTY TAX COLLECTIONS**

Personal Property Taxes	640,518.01	
Abated Personal Property Taxes	42.80	
Real Estate Taxes	25,715,898.82	
Tax Title Accounts Redeemed	49,845.91	
Interest Charges & Fees on Tax Title	36,427.08	
Deferred Taxes Collections	29,188.67	
Interest Charges & Fees on Deferred Taxes	11,355.69	
		26,483,276.98

**TOTAL RECEIPTS .....**

**61,060,581.06**



<p style="text-align: center;"><b>STATEMENT OF EXPENDITURES</b>  <b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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**FEDERAL & STATE GRANTS**

School Projects & Title Programs	785,618.41	
Elder Affairs - Council on Aging	21,767.06	
Public Safety Grants	84,471.36	
Other Federal & State Grants	1,296,777.14	
		2,188,633.97

**COUNTY/OTHER GRANTS**

5,030.97

**EXPENDITURES**

School Revolving Accounts:		
School Lunch	323,366.69	
Athletic Program	10,921.55	
Lost Books	372.83	
Adult Education	35,505.97	
Summer School	10,712.47	
Harwich After School Program (HASP)	152,259.95	
NEEDS Collaborative	1,740.00	
Playschool	14,990.57	
Recreation Revolving Account	83,310.59	
Harwich Cultural Council	2,417.64	
Appropriation Acct - Budget & Articles (less assessments)	38,525,484.55	
Capital Fund (Articles funded by bond issue)	9,114,720.96	
Water Hydrant Repair Special Account	3,909.59	
Other Insurance Recovery	14,327.78	
		48,294,041.14

**AGENCY, TRUST & INVESTMENT ACCOUNTS**

Payroll Withholdings	
Federal Taxes	2,185,728.94
State Taxes	937,804.91
FICA	225,703.98
County Retirement	874,855.42
Massachusetts Teacher Retirement	798,585.07
Blue Cross/Blue Shield, Life Insurance	1,335,893.74
Teachers Association Dues	78,349.50
Police Federation Dues	17,414.00
Firefighters Association Dues	27,661.16
Highway Dues	6,474.00
Water Dues	3,284.55

<b>STATEMENT OF EXPENDITURES</b> <b>FISCAL YEAR ENDED JUNE 30, 2003</b>
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Service Employees Union Dues	6,979.65	
Harwich Employee Association Dues	3,360.00	
Annuity, Credit Union, Other W/H	962,102.72	
		7,464,197.64
State Sales Tax Collections	11,297.31	
Tailings	17.99	
Deposit Plans & Bids	500.00	
Police Extra Duty Detail Non-Town	183,434.00	
Fire Extra Duty Detail Non-Town	10,022.16	
Other Extra Duty Detail Non-Town	6,048.10	
		211,319.56
Dog Licenses Sold		
Firearms Licenses Sold	2,637.00	
Wildlife Licenses Sold	7,739.75	
Wetlands Protection	11,119.41	
Golf Car Rental Special Account	256,869.20	
Payment of Bond Anticipation Notes	2,875,170.00	
		3,153,535.36
<b>GIFT ACCOUNTS</b>		
Ambulance Fund Gift Account	5,979.05	
Brooks Library Building Gift Account	2,203.00	
Library Gift Account	695.04	
Harwich Center Initiative Gift Account	52.06	
COA Lunch Gift Account	566.34	
COA Gift Account	2,525.01	
Golf Clubhouse Gift Account	4,500.00	
Community Center Intern Gift Account	800.00	
Community Center Lift Gift Account	916.65	
Police Coffee Maker Gift Account	40.91	
Disability Rights Gift Account	355.00	
Whitehouse Field Gift Account	1,697.86	
		20,330.92
<b>TRUST INCOME ACCOUNTS</b>		
Caleb Chase Fund Income Account	9,634.81	
School Trust Accounts	2,442.00	
Planning Trust	48,118.97	
AFLAC Trust	80,705.83	
Brooks Library Income Account	34,612.08	
Claims Fund Trust Account (BC/BS)	4,456,356.58	

<p style="text-align: center;"><b>STATEMENT OF EXPENDITURES</b>  <b>FISCAL YEAR ENDED JUNE 30, 2003</b></p>
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Fire/Police Claims Trust Account	11,491.13	
Cemetery Perpetual Care Income Account	9,421.34	
Whitehouse Field Trust Fund	0.00	
Law Enforcement Trust Fund	3,206.29	
		<hr/>
		4,655,989.03
School Activity Fund Savings A/C	144,208.92	
Other State Aid to Libraries	4,050.29	
MVExcise Assessment	9,900.00	
Mosquito Abatement Assessment	81,843.00	
Air Pollution Assessment	4,990.00	
Regional Transit Assessment	39,407.00	
School Choice Assesement	622,873.00	
Charter School Assessment	293,130.00	
Special Ed Assessment	1,508.00	
County Tax Assessment	167,940.00	
County Retirement Assessment	1,176,917.00	
Cape Cod Commission	155,261.00	
		<hr/>
		2,702,028.21
		<hr/>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>68,695,106.80</b>
		<hr/>



**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
	<b>GENERAL GOVERNMENT</b>					
10	Moderator S&W	300.00	300.00			0.00 10
20	Selectmen's S&W	7,500.00	7,500.00			0.00 20
21	Selectmen's Expense	7,700.00	4,845.13	(95.86)	fc	2,950.73 21
	<b>SELECTMENS ARTICLES</b>					
	Art 1 STM 2003 Suppl Reserve Fund	666,582.00		666,582.00	c	0.00
	Art 9 STM 2003 Town Share Long Pond	30,000.00		30,000.00	e	0.00
	Art 5-2002 Fund Police Sup Off Contract	156,410.00	63,040.20	40,888.00	c	0.00
				52,481.80	e	
	Art 6-2002 Fund Highway Contract	32,507.00		32,507.00	c	0.00
	Art 7-2002 Fund Water Contract	13,221.00		13,221.00	c	0.00
	Art 8-2002 Fund Personnel Board	51,346.00	0.00	44,526.00	c	0.00
				6,820.00	e	
	Art 63-2002 Unpaid Bills	3,905.83	2,711.09	1,194.74	e	0.00
	Art 8-2001 Fund Police Contrac	91,530.24				91,530.24
	Art 11-2001 Fund Personnel Board	26.00				26.00
	Art 10-2001 Fund Highway Contract	21,247.67				21,247.67
	Art 8-2000 Fund Firefighters	15,054.00				15,054.00
	Art 42-1993 Hardware,Software,Supp	591.79		591.79	e	0.00
	Art 86-1994 Underground Fuel Tanks	575.00		575.00	e	0.00
	Art 9-1995 ADA Compliance	1,823.38	1,300.00	523.38	e	0.00
	Art 46-1995 Underground Fuel Tanks	3,375.00		3,375.00	e	0.00
	Art 50-1997 Traffic Safety Study	8,997.33		8,997.33	e	0.00
	Art 54-1997 Underground Fuel Tanks	4,650.00		4,650.00	e	0.00
	Art 1STM-1998 ConsComLand Purch	36,350.00	3,680.00	32,670.00	e	0.00

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

<b>HLK</b>	<b>Description</b>	<b>Appropriation/ Carry Fwd</b>	<b>Expenditures</b>	<b>Transfers &amp; Encumbrances</b>	<b>note</b>	<b>Balance to Revenue</b>
	Art 28-1998 Town Hall Maintenance	2,434.24		2,434.24	e	0.00
	Art 1 STM 1999 Hardware, Software	16,583.98	3,350.00	13,233.98	e	0.00
	Art 34-1999 PCC Scholarships	3,000.00	3,000.00			0.00
	Art 38-1999 Repairs Town Hall	14,600.00		14,600.00	e	0.00
	Art 2 STM 2000 Eng Plans Brks Acad	2,453.16		2,453.16	e	0.00
	Art 56-2000 Grants WH School Bldg	5,000.00		5,000.00	e	0.00
	Art 21-2001 Public Safety Study	5,150.00	3,000.00	2,150.00	e	0.00
	Art 61-2001 Nickerson Land	200,000.00		200,000.00	e	0.00
	Art 62-2001 White Land	25,000.00		25,000.00	e	0.00
	Art 14-2002 Golf/Hwy Equipment	99,990.00	99,990.00			0.00
	Art 59-2002 Land Bank Appraisals	50,000.00		50,000.00	e	0.00
	<b>ASSESSORS</b>					
30	Assessors' S&W	202,736.00	196,097.08	(1,981.00)	c	8,619.92 30
31	Assessors' Expense	24,600.00	22,107.18	313.36	e	2,179.46 31
31N	Assessors' Exp Enc FY'02	3,220.00	1,392.33	1,500.00	c	327.67 31N
	<b>ASSESSORS ARTICLES</b>					
	Art 39-1996 Search Owners Unknown	27,971.75		27,971.75	e	0.00
	Art 20-1998 Property Inspection	8,458.82		8,458.82	e	0.00
	Art 7 STM 2000 Pay Outstanding Tax	25,000.00		25,000.00	e	0.00
	Art 41-2000 Property Valuations	16,222.29	16,222.29			0.00
	Art 16-2002 Property Valuations	62,000.00	977.71	61,022.29	e	0.00
	Art 2 STM 2003 Property Valuations	17,500.00		17,500.00	e	0.00
	<b>ACCOUNTANT</b>					
40	Accountant's S&W	144,035.00	145,940.78	(1,980.00)	c	74.22 40
40N	Accountants S&W Enc FY'02	4,301.71	4,301.71			0.00 40N
41	Accountant's Expense	3,668.25	2,565.58	675.42	e	427.25 41
41N	Accountants Exp Enc FY'02	1,700.00		700.00	c	0.00 41N
				1,000.00	e	

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
41N	Accountants Telephone Exp Enc FY'02			(8,806.55) c		0.00 41N
43	Audit	17,000.00	17,000.00	8,806.55 e		0.00 43
43N	Audit Exp Encumbered FY'02	12,800.00	12,800.00			0.00 43N
	<b>TOWN CLERK</b>					
50	Clerk's S&W	141,546.00	137,133.75	(236.00) c		4,648.25 50
51	Clerk's Expense	26,745.00	20,476.91	100.00 e		6,168.09 51
51N	Clerk's Expense Encumbered FY'02	131.80		131.80 c		0.00 51N
	<b>TREASURER</b>					
60	Treasurer/Tax Collector S&W . . .	169,625.00	170,940.24	(1,611.00) c		295.76 60
61	Treasurer/Tax Collector Expense	29,982.00	24,068.91	(940.74) fc		6,152.94 61
				700.89 e		
61N	Treas/Coll Exp Encumbered FY'02	969.09	783.00	186.09 c		0.00 61N
63N	Treas Bonding Exp Enc FY'02	36,690.67	2,500.00			34,190.67 63N
	<b>TOWN HALL</b>					
70	Town Hall S&W	303,253.00	300,240.91	(3,000.00) c		6,012.09 70
70N						
71	Town Hall Expense	122,400.00	120,529.75	659.62 e		1,210.63 71
71N	Town Hall Exp Encumbered FY'02	1,010.00	50.00	800.00 c		160.00 71N
	<b>TOWN ENGINEER</b>					
80	Town Engineer's Dept S&W	116,101.00	118,134.33	(2,034.00) c		0.67 80
81	Town Engineer's Dept Expense	7,480.00	4,064.35	80.00 e		3,335.65 81
81N	Town Eng Exp Encumbered FY'02	127.68		127.68 c		0.00 81N
	<b>TOWN ENGINEER ARTICLES</b>					
	Art 67-1997 ADA Sch Fire Alarm	11,417.50	0.00	11,417.50 e		0.00
	Art 67-1997 ADA boardwalks	8,100.00	0.00	8,100.00 e		0.00



**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

<b>HLK</b>	<b>Description</b>	<b>Appropriation/ Carry Fwd</b>	<b>Expenditures</b>	<b>Transfers &amp; Encumbrances</b>	<b>note</b>	<b>Balance to Revenue</b>
	Art 67-1997 ADA Portable Lift	5,000.00	0.00	5,000.00	e	0.00
	<b>TOWN PLANNER</b>					
90	Town Planner S&W	137,965.00	139,649.51	(1,685.00)	c	0.49 90
91	Town Planner Expense	4,250.00	2,992.05	235.00	e	1,022.95 91
91N	Town Planner Exp Encumbered FY'02	548.24	259.97	288.27	c	0.00 91N
	<b>LEGAL</b>					
100	Legal Services	100,000.00	95,447.87			4,552.13 100
101	Claims & Suits	1,000.00				1,000.00 101
101N	Claims & Suits Encumbered FY'02	24,343.75	24,343.75			0.00 101N
102	Land Transactions	0.00				0.00 102
	<b>PLANNING BOARD</b>					
110	Planning Board S&W	1,485.00	1,119.78	(45.00)	c	410.22 110
111	Planning Board Expense	2,250.00	1,166.91			1,083.09 111
	<b>PLANNING BOARD ARTICLES</b>					
	Art 42-1997 Growth Study E Harwich	10,000.00		10,000.00	e	0.00
	<b>BOARD OF APPEALS</b>					
120	Board of Appeals S&W	12,000.00	12,202.79	(360.00)	c	157.21 120
121	Board of Appeals Exp	450.00	360.77			89.23 121
	<b>FINANCE COMMITTEE</b>					
130	Finance Committee S&W	8,800.00	8,800.00			0.00 130
131	Finance Committee Expense	1,120.00	350.00			770.00 131
<b>TOTAL GENERAL GOVERNMENT</b>		<b>3,433,908.17</b>	<b>1,797,736.63</b>	<b>1,422,474.31</b>		<b>213,697.23</b>
	<b>PROTECTION OF PERSONS &amp; PROPERTY</b>					
	<b>POLICE DEPARTMENT</b>					
160	Police Dept S&W . . . . .	2,377,404.00	2,251,316.35	(40,888.00)	c	166,975.65 160
161	Police Dept Expense	308,070.00	300,581.64	6,964.99	e	523.37 161
161N	Police Expense Encumbered FY'02	6,275.68	4,317.66	1,365.30	c	592.72 161N

STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
162	Police Dept Capital Outlay	75,496.00	75,412.00			84.00
	<b>POLICE ARTICLES</b>					162
	Art 43-2002 Study/Repairs Police Station	68,000.00	9,673.42	58,326.58	e	0.00
	<b>TOTAL POLICE DEPARTMENT</b>	<b>2,835,245.68</b>	<b>2,641,301.07</b>	<b>25,768.87</b>		<b>168,175.74</b>
	<b>FIRE DEPARTMENT</b>					
170	Fire Dept S&W	2,230,566.00	2,180,109.46	(4,568.00)	c	55,024.54
171	Fire Dept Expense . . . . .	191,690.00	188,613.24	(4,358.03)	fc	6,431.79
				1,003.00	e	171
171N	Fire Expense Encumbered FY'02	788.45	20.98	766.45	c	1.02
173	Emerg Medical Service Exp	87,400.00	92,242.08	(4,950.00)	fc	107.92
174	Emerg Medical Service S&W	52,500.00	51,272.95			1,227.05
	<b>FIRE ARTICLES</b>					174
	Art 26-1999 CAD Software	9,288.96	8,340.58	948.38	e	0.00
	Art 29-2001 Breathing Apparatus	5.73				5.73
	Art 30-2001 Fire Alarm Recorder	492.88		492.88	e	0.00
	<b>TOTAL FIRE DEPARTMENT</b>	<b>2,572,732.02</b>	<b>2,520,599.29</b>	<b>(10,665.32)</b>		<b>62,798.05</b>
	<b>DOG OFFICER</b>					
180	Dog Officer S&W	42,905.00	37,870.70			5,034.30
181	Dog Officer Expense	14,350.00	7,937.05			6,412.95
	<b>TOTAL DOG OFFICER</b>	<b>57,255.00</b>	<b>45,807.75</b>	<b>0.00</b>		<b>11,447.25</b>
	<b>BUILDING INSPECTOR</b>					

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

<b>HLK</b>	<b>Description</b>	<b>Appropriation/ Carry Fwd</b>	<b>Expenditures</b>	<b>Transfers &amp; Encumbrances</b>	<b>note</b>	<b>Balance to Revenue</b>
190	Building Inspection S&W .....	199,103.00	196,563.56	(1,735.00)	c	4,274.44
191	Building Inspection Expense	14,900.00	14,115.77	75.00	e	709.23
191N	Bld Insp Expense Encumbered FY'02	107.40		107.40	c	0.00
	<b>BUILDING INSPECTOR ARTICLES</b>					191N
	Art 54-1999 Condemned Bldgs	6,125.00	0.00	6,125.00	e	0.00
	<b>• TOTAL BUILDING INSPECTOR</b>	<b>220,235.40</b>	<b>210,679.33</b>	<b>4,572.40</b>		<b>4,983.67</b>
	<b>BOARD OF HEALTH</b>					
220	Board of Health S&W	196,155.00	177,331.35	(1,906.00)	c	20,729.65
221	Board of Health Expense	32,900.00	27,833.21	1,265.65	e	3,801.14
221N	Bd of Health Exp Encumbered FY'02	2,637.04	1,521.63			1,115.41
223	Flax Pond Remediation	8,630.00	4,235.00	4,395.00	e	0.00
223N	Flax Pond Exp Encumbered FY'02	12,450.65	8,094.00			4,356.65
	<b>BOARD OF HEALTH ARTICLES</b>					223N
	Art 61-2002 Allen Hbr Bacterial Study		45,083.46	(48,948.68)	c	0.00
				3,865.22	e	
	Art 30-1996 Design Recycle Facility	30,000.00		30,000.00	c	0.00
	Art 31-1996 Flax Pond Restoration	4,000.00		4,000.00	c	0.00
	Art 20-1999 Strm Drainage Long Pond	14,984.68		14,948.68	c	0.00
				36.00	e	
	<b>TOTAL BOARD OF HEALTH</b>	<b>301,757.37</b>	<b>264,098.65</b>	<b>7,655.87</b>		<b>30,002.85</b>
	<b>OTHER PROTECTION OF PERSONS &amp; PROPERTY</b>					
200	Constable Salaries	375.00	312.50			62.50
						200



STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
211	Civil Defense Expense	4,000.00	5,857.06	(2,012.03)	fc	154.97
	Civil Defense Expense Encumbered FY'02	500.00	500.00			0.00
	TOTAL OTHER PROTECTION	4,875.00	6,669.56	(2,012.03)		217.47
	TOTAL PROTECT OF PERSONS & PROP	5,992,100.47	5,689,155.65	25,319.79		277,625.03
	DEPARTMENT OF HIGHWAYS & MAINTENANCE					
240	Highway Dept S&W .....	1,471,572.00	1,450,635.17	(36,395.00)	c	57,331.83
	Highway Dept S&W Enc FY'02.....	6,000.00	6,000.00			0.00
241	Highway Dept Expense	903,373.00	1,104,381.40	61,991.60	e	0.00
				(263,000.00)	fc	
241N	Highway Exp Encumbered FY'02	52,691.00	51,937.92	751.47	c	1.61
242	Highway Dept Capital Outlay	0.00				241N
243	Hwy Snow Removal Wages	8,000.00	107,990.11			0.00
244	Hwy Snow Removal Materials	17,000.00	72,491.11			(99,990.11)
245	Hwy Snow Removal Equipment	34,000.00	106,431.18			(55,491.11)
246	Hotmix, Oil & Improve Town Rds	100,000.00	80,296.23	19,703.77	e	(72,431.18)
	HIGHWAY ARTICLES					0.00
	Art 15-2002 Ch 90 Road Work	322,797.94	174,720.00	148,077.94	e	0.00
	Art 33-2001 Ch 90 Road Work	190,123.53	138,142.39	51,981.14	e	0.00
	Art 47-1998 Ch 90 Road Work	1,019.90	1,019.90			0.00
	TOTAL DEPT OF HWYS & MAINTENANCE	3,106,577.37	3,294,045.41	(16,889.08)		(170,578.96)
303	BROOKS LIBRARY					303
310	Brooks Library S&W .....	327,781.00	329,258.25	(1,534.00)	c	56.75
						310

STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
311	Brooks Library Expense	185,944.00	173,490.36	(8,100.59) c 16,406.83 e		4,147.40 311
311N	Library Expense Encumbered FY'02	354.05		354.05 c		0.00 311N
	<b>LIBRARY ARTICLES</b>					
	Art 19-2002 Aid H'port/Chase Libraries	22,630.00	22,630.00			0.00 312
	Art 37-2000 Aid H'port/Chase Libraries	2,965.25		2,965.25 e		0.00
	<b>TOTAL BROOKS LIBRARY</b>	<b>539,674.30</b>	<b>525,378.61</b>	<b>10,091.54</b>		<b>4,204.15</b>
	<b>BROOKS MUSEUM COMMISSION</b>					
321	Brooks Museum Commission Expense	12,650.00	10,858.83			1,791.17 321
	<b>BROOKS MUSEUM ARTICLES</b>					
	Art 1-1995 STM Repair Brks Academy	8,628.00	0.00	8,628.00 e		0.00
	Art 64-1997 Engineering Cellar	5,000.00	0.00	5,000.00 e		0.00
	<b>TOTAL BROOKS MUSEUM COMMISSION</b>	<b>26,278.00</b>	<b>10,858.83</b>	<b>13,628.00</b>		<b>1,791.17</b>
	<b>COMMUNITY CENTER</b>					
330	Community Center S&W	159,953.00	166,259.99	(1,307.00) c (5,000.00) fc		0.01
331	Community Center Expense	127,440.00	103,444.41	300.00 e		23,695.59 331
	<b>TOTAL COMMUNITY CENTER</b>	<b>287,393.00</b>	<b>269,704.40</b>	<b>(6,007.00)</b>		<b>23,695.60</b>
290	<b>CHANNEL 19</b>					
	Channel 19 S&W	46,531.00	47,926.88	(1,396.00) c		0.12

STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
291	Channel 19 Expense	30,520.00	29,319.93	40.00	e	1,160.07
	Channel 19 Expense Enc FY'02	50.43		50.43	c	0.00
	TOTAL CHANNEL 19	77,101.43	77,246.81	(1,305.57)		1,160.19
	RECREATION & YOUTH					
340	Recreation and Youth S&W . . . .	198,389.00	200,543.16	(2,155.00)	c	0.84 340
341	Recreation and Youth Expense	49,200.00	48,948.21	150.00	e	101.79 341
341N	Rec & Youth Exp Encumbered FY'02	900.00	600.00	300.00	c	0.00 341N
342	Recreation & Youth Cap Outlay	2,000.00	2,000.00			0.00 342
344	Aid to Various Programs	26,950.00	26,907.61			42.39 344
345	Recreation & Youth Seasonal S&W	189,883.00	145,199.52			44,683.48 345
	RECREATION & YOUTH ARTICLES					
	Art 8-1992 Sand Pond Floats	384.80		384.80	e	0.00
	Art 22-1996 Street Hockey/Basketball	2,741.63		2,741.63	e	0.00
	Art 40-1998 Tennis Courts Brooks Park	1,413.00		1,413.00	e	0.00
	Art 40-1998 Skateboard Park	1,433.09	1,309.78	123.31	e	0.00
	Art 22-1999 Equip Softball Fields	2,378.97		2,378.97	e	0.00
	TOTAL RECREATION & YOUTH	475,673.49	425,508.28	5,336.71		44,828.50
	WATERWAYS					
350	Harbormster/Natural Resources S&W	208,492.00	192,237.05	(1,580.00)	c	17,834.95 350
351	Harbormaster Expense	86,145.00	68,683.21	575.00	e	16,886.79 351
	Harbormaster Expense Enc FY'02	600.00		600.00	c	0.00
352	Harbormaster Capital Outlay . . .	1,940.00	1,498.00			442.00 352
353	Natural Resources Expense	27,660.00	27,103.60			556.40 353
354	Natural Resources Expense Enc FY'02	454.98	48.98			406.00 354



**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

<b>HLK</b>	<b>Description</b>	<b>Appropriation/ Carry Fwd</b>	<b>Expenditures</b>	<b>Transfers &amp; Encumbrances</b>	<b>note</b>	<b>Balance to Revenue</b>
<b>WATERWAYS ARTICLES</b>						
	Art 90-1990 Renovations Saquatucket	24,784.08	24,013.00	771.08	e	0.00
	Art 2-1997 STM Water Testing	627.07	243.87	383.20	e	0.00
	Art 59-1997 Dredge Various Harbors	53,489.12		53,489.12	e	0.00
	Art 51-1998 Dredge Various Harbors	49,520.00	30.50	49,489.50	e	0.00
	Art 49-1999 Dredge Various Harbors	50,000.00		50,000.00	e	0.00
	Art 33-1999 Skinniquit Pond Project	725.58		725.58	e	0.00
	Art 23-2002 Courtesy Floats-Wychmere	8,000.00	8,000.00			0.00
	Art 51-2000 Parking Lot Saquatucket	24,237.16		24,237.16	e	0.00
	Art 80-2000 Drainage Cove Lnding Rd	491.00		491.00	e	0.00
	Art 53-2001 Wychmere Pilings	20,000.00	8,951.00	11,049.00	e	0.00
	Art 56-2001 Power to Skinniquit	1,800.00		1,800.00	e	0.00
<b>TOTAL WATERWAYS</b>		<b>558,965.99</b>	<b>330,809.21</b>	<b>192,030.64</b>		<b>36,126.14</b>
<b>WATER DEPARTMENT</b>						
360	Water Dept S&W	614,384.00	590,593.29	(15,056.00)	c	38,846.71 360
361	Water Dept Expense	447,237.00	434,730.60	12,280.25	e	226.15 361
361N	Water Expense Encumbered FY'02	20,483.52	19,947.78			535.74 361N
362	Water Dept Capital Outlay	0.00				0.00 362
363	Water Dept Service Installations	35,000.00	34,679.41			320.59 363
	Water Dept Service Install Enc FY'02	16,378.82	13,487.58			2,891.24
364	Water Dept Water Mains	100,000.00		100,000.00	e	0.00 364
364N	Water Main Exp Encumbered FY'02	349,629.00	340,196.22	2,157.39	e	7,275.39 364N
<b>WATER DEPARTMENT ARTICLES</b>						
	Art 14-1999 Aux. Generator	23,874.16	23,326.00	548.16	e	0.00
	Art 27-2000 Inspect/Maintain Wtr Tanks	172,209.62	73,940.72	98,268.90	e	0.00
	Art 32-2000 Main Station Repairs	17,942.71	3,683.02	14,259.69	e	0.00

STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003

HLK	Description	Appropriation/		Transfers &		Balance
		Carry Fwd	Expenditures	Encumbrances	note	
						to Revenue
	Art 51-2001 Water Maint/Repair	8,524.66	8,524.66			0.00
	Art 45-2002 Design/Construct Tank	150,000.00	35,349.13	114,650.87	e	0.00
	<b>TOTAL WATER DEPARTMENT</b>	<b>1,955,663.49</b>	<b>1,578,458.41</b>	<b>327,109.26</b>		<b>50,095.82</b>
	<b>CEMETERY COMMISSION</b>					
370	Cemetery S&W .....	18,404.00	18,957.88	(664.00)	c	110.12 370
371	Cemetery Expense	3,550.00	2,895.59	222.50	e	431.91 371
371N	Cemetery Exp Encumbered FY'02	357.16	0.00	29.16	c	328.00 371N
372	Cemetery Capital Outlay	0.00				0.00 372
	<b>CEMETERY COMMISSION ARTICLES</b>					
	Art 1 STM 1994 Hawks Nest Cemetery	4,400.00		4,400.00	e	0.00
	Art 37-1997 Evergreen Tree Fund	909.24		909.24	e	0.00
	Art 38-1997 Lot Repurchase	1,450.00	1,450.00			0.00
	Art 55-2000 IP Lily Pond	1,160.00		1,160.00	e	0.00
	Art 5 STM 02 Lot Repurchase	5,000.00	3,800.00	1,200.00	e	0.00
	<b>TOTAL CEMETERY COMMISSION</b>	<b>35,230.40</b>	<b>27,103.47</b>	<b>7,256.90</b>		<b>870.03</b>
	<b>COUNCIL ON AGING</b>					
380	Council on Aging S&W	163,199.00	178,429.93	(3,176.00)	c	312.61 380
				(12,367.54)	fc	
381	Council on Aging Expense	27,721.00	26,041.56	220.00	e	1,459.44 381
	Council on Aging Capital Outlay					0.00
	<b>COUNCIL ON AGING ARTICLES</b>					
	Art 19-2001 Exp COA Van	18,127.85		18,127.85	e	0.00
	<b>TOTAL COUNCIL ON AGING</b>	<b>209,047.85</b>	<b>204,471.49</b>	<b>2,804.31</b>		<b>1,772.05</b>

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue	
	<b>YOUTH COUNSELOR</b>						
150	Youth Counselor S&W	44,084.00	45,405.99	(1,323.00)	c	1.01	150
151	Youth Counselor Expense	5,675.00	4,162.45			1,512.55	151
	<b>TOTAL YOUTH COUNSELOR</b>	<b>49,759.00</b>	<b>49,568.44</b>	<b>(1,323.00)</b>		<b>1,513.56</b>	
	<b>VETERANS SERVICES</b>						
301	Veterans' Services Expense	23,072.00	22,692.64			379.36	301
302	Veterans' Benefits	30,000.00	5,884.26	4,205.00	e	19,910.74	302
302N	Vererans Benefits Encumbered FY'02	2,000.00	198.30			1,801.70	302N
	<b>TOTAL VETERANS SERVICES</b>	<b>55,072.00</b>	<b>28,775.20</b>	<b>4,205.00</b>		<b>22,091.80</b>	
	<b>DISABILITY RIGHTS COMMITTEE</b>						
391	Disability Rights Exp . . . . .	640.00	73.50			566.50	391
	<b>DISABILITY RIGHTS ARTICLES</b>						
	Art 30-1998 ADA Improvements	1,790.63		1,790.63	e	0.00	
	<b>TOTAL DISABILITY RIGHTS COMMITTEE</b>	<b>2,430.63</b>	<b>73.50</b>	<b>1,790.63</b>		<b>566.50</b>	
	<b>UNCLASSIFIED ARTICLES</b>						
	Art 12-2002 Independence House	2,152.00	2,152.00			0.00	
	Art 12-2002 Nausef, Inc	5,765.00	5,765.00			0.00	
	Art 12-2002 Meals On Wheels	4,613.00	4,613.00			0.00	
	Art 12-2002 CC Council Alcoholism	3,075.00	3,075.00			0.00	
	Art 12-2002 Sight Loss Services	871.00	871.00			0.00	
	Art 12-2002 CC Child Development	3,075.00	3,075.00			0.00	
	Art 12-2002 Family Pantry	4,968.00	4,968.00			0.00	
	Art 12-2002 HECH	11,395.00	11,395.00			0.00	



**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

HLK	Description	Appropriation/		Transfers & Encumbrances note	Balance to Revenue
		Carry Fwd	Expenditures		
	Art 12-2002 SS Mental Health	16,800.00	16,800.00		0.00
	Art 12-2002 CC Human Services	6,150.00	6,150.00		0.00
	Art 12-2002 Legal Services	6,047.00	6,047.00		0.00
	Art 12-2002 Lower Cape Outreach	2,562.00	2,562.00		0.00
	Art 12-2002 Interfaith Council	1,435.00	1,435.00		0.00
	Art 12-2002 Eastwind Serve	1,899.00	1,899.00		0.00
	Art 12-2002 Cape Aids Resource	2,000.00	2,000.00		0.00
	Art 46-2002 Chamber of Commerce	12,000.00	12,000.00		0.00
	Art 47-2002 Harwich Athletic Assoc	3,000.00	3,000.00		0.00
	Art 43-2001 Cultural Council	3,300.00	3,300.00		0.00
	Art 44-2001 Harwich Center Initiative	1,543.97	477.59	1,066.38 e	0.00
<b>TOTAL UNCLASSIFIED ARTICLES</b>		<b>92,650.97</b>	<b>91,584.59</b>	<b>1,066.38</b>	<b>0.00</b>
<b>GOLF COMMISSION</b>					
400	Golf Operations S&W	217,717.00	219,435.00	(1,718.00) c	0.00 400
401	Golf Operations Expense	59,940.00	55,943.12	160.00 e	3,836.88 401
401N	Golf Op Expense Encumbered FY'02	2,321.00	0.00	475.00 c	1,846.00 401N
402	Golf Operations Capital Outlay	5,000.00	4,992.50		7.50 402
405	Golf Maintenance S&W	330,077.00	330,715.69	(1,727.00) c	1,088.31 405
406	Golf Maintenance Expense . . . .	257,620.00	248,076.36	580.51 e	8,963.13 406
406N	Golf Maint Exp Encumbered FY'02	2,402.00	2,227.76	100.00 c	74.24 406N
	Golf Maint Capital Outlay Enc FY'02.	8,400.00	8,400.00		0.00
<b>GOLF COMMISSION ARTICLES</b>					
	Art 41-1998 Above Ground Fuel Tank	3,482.40		3,482.40 e	0.00
	Art 23-1999 T-Time Reservation Syst	1,061.86	1,061.86		0.00
	Art 47-2000 Town Water to Golf Course	10,294.00		10,294.00 e	0.00
<b>TOTAL GOLF COMMISSION</b>		<b>898,315.26</b>	<b>870,852.29</b>	<b>11,646.91</b>	<b>15,816.06</b>

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
<b>UNCLASSIFIED</b>						
<b>HISTORICAL COMMISSION</b>						
410	Historical Commission S&W	1,067.00	963.80			103.20 410
411	Historical Commission Expense	2,100.00	587.47	1,500.00	e	12.53 411
<b>HISTORICAL COMM ARTICLES</b>						
	Art 25-2002 Repair SHarwich Meth	6,918.76		6,918.76	e	0.00
<b>CONSERVATION COMMISSION</b>						
420	Conservation Commission S&W	36,049.00	34,381.97	(1,082.00)	c	2,648.63
				100.40	e	
421	Conservation Commission Expense .	5,320.00	5,155.18	75.00	e	89.82 421
421N	Conservation Exp Encumbered FY'02	97.91	0.00	97.91	c	0.00 421N
281	Pleasant Bay Alliance	15,790.00	15,790.00			0.00 281
430	Town & Finance Committee Reports	15,000.00	13,731.20			1,268.80 430
431	Miscellaneous Printing	3,000.00	696.00			2,304.00 431
432	Advertising	4,000.00	2,621.28			1,378.72 432
440	Repairs to Public Buildings . . .	7,500.00				7,500.00 440
450	Out of State Travel	10,000.00	7,040.94			2,959.06 450
460	Finance Committee Reserve Fund	150,000.00	0.00	(666,582.00)	c	31,289.80 460
				785,292.20	fc	
470	Street Lights	80,000.00	47,358.37			32,641.63 470
470N	Street Lights Encumbered FY'02	1,160.76	1,160.76			0.00 470N
480	Memorial & Veterans' Day	1,200.00	981.24			218.76 480
490	Special Retirement Pension a & b	3,552.00	3,551.34			0.66 490
500	Gasoline	150,000.00	196,998.41	(60,000.00)	fc	13,001.59 500
510	Computer Hardwre,Software,Support	69,937.00	64,917.32	5,004.28	e	15.40 510
510N	Computer Expense Encumbered FY'02	10,295.25	9,376.89	75.54	c	842.82 510N

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances note	Balance to Revenue
520	Insurance, Group (Ch. 32B) . . .	2,900,000.00	3,243,582.00	(343,582.00) fc	0.00 520
521	Insurance, General . . . . .	600,000.00	594,086.00		5,914.00 521
522	Ins Deductibles/Exclusions	7,000.00	6,000.00		1,000.00 522
530	Postage	43,500.00	51,988.22	(8,750.00) fc	261.78 530
540	FICA Town Share . . . . .	220,000.00	226,912.00	(7,213.00) fc	301.00 540
545	Unemployment Compensation	50,000.00	69,348.00	(19,827.00) fc	479.00 545
	Unemployment Comp Enc FY'02	170.86			170.86
555	Anticipation Loan Interest	0.00	20,720.06		(20,720.06) 555
<b>TOTAL UNCLASSIFIED</b>		<b>4,393,658.54</b>	<b>4,617,948.45</b>	<b>(307,971.91)</b>	<b>83,682.00</b>

**MATURING DEBT & INTEREST**

558	Land Bank Bond Principal	0.00	0.00		0.00 558
559	Land Bank Bond Interest	100,000.00	0.00	100,000.00 c	0.00 559
640	Fire Trucks (1992) Principal	45,000.00	45,000.00		0.00
641	Fire Trucks (1992) Interest	1,170.00	1,170.00		0.00
650	Wellfield/Meters (1993) Principal	55,000.00	55,000.00		0.00
651	Wellfield/Meters (1993) Interest	5,005.00	5,005.00		0.00
660	Elem School (1989) Principal	39,000.00	39,000.00		0.00
661	Elem School (1989) Interest	3,503.00	3,503.00		0.00
670	Middle School (1989) Principal	672,750.00	672,750.00		0.00
671	Middle School (1989) Interest	60,426.75	60,426.75		0.00
680	Olivers Pond Acq (1989) Principal	136,500.00	136,500.00		0.00
681	Olivers Pond Acq (1989) Interest	12,260.50	12,260.50		0.00
690	Transfer Station (1989) Principal	126,750.00	126,750.00		0.00
691	Transfer Station (1989) Interest	11,384.75	11,384.75		0.00
700	Water Tank Maintenance (1998) Principal	105,000.00	105,000.00		0.00
701	Water Tank Maintenance (1998) Interest	5,880.00	5,880.00		0.00
710	Golf Maint/Bldg Plans (1999) Principal	50,000.00	50,000.00		0.00



# STATEMENT OF APPROPRIATIONS AND EXPENDITURES FOR THE FISCAL YEAR ENDED JUNE 30, 2003

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
711	Golf Maint/Bldg Plans (1999) Interest	5,800.00	5,800.00			0.00
720	Com Center Generator (2000) Principal	20,000.00	20,000.00			0.00
721	Com Center Generator (2000) Interest	3,210.00	3,210.00			0.00
730	Fire Engine (2000) Principal	65,000.00	65,000.00			0.00
731	Fire Engine (2000) Interest	10,432.50	10,432.50			0.00
740	Elem School Plans (1999) Principal	180,000.00	180,000.00			0.00
741	Elem School Plans (1999) Interest	26,665.00	26,665.00			0.00
750	Road Maintenance (2000) Principal	100,000.00	100,000.00			0.00
751	Road Maintenance (2000) Interest	16,050.00	16,050.00			0.00
760	Front End Loader (2000) Principal	25,000.00	25,000.00			0.00
761	Front End Loader (2000) Interest	3,560.00	3,560.00			0.00
770	Street Sweeper (2000) Principal	25,000.00	25,000.00			0.00
771	Street Sweeper (2000) Interest	3,560.00	3,560.00			0.00
780	Ambulance (2001) Principal	35,500.00	35,500.00			0.00
781	Ambulance (2001) Interest	3,946.25	3,946.25			0.00
790	Corrosion Control (1992) Principal	130,000.00	130,000.00			0.00
791	Corrosion Control (1992) Interest	38,415.00	38,415.00			0.00
800	Water Pump Sta/Mains (1997) Principal	110,000.00	110,000.00			0.00
801	Water Pump Sta/Mains (1997) Interest	27,995.00	27,995.00			0.00
810	Fire Station (1994) Principal	195,000.00	195,000.00			0.00
811	Fire Station (1994) Interest	79,920.00	79,920.00			0.00
820	Library Const (1996) Principal	200,000.00	200,000.00			0.00
821	Library Const (1996) Interest	90,500.00	90,500.00			0.00
830	Community Center (1998) Principal	340,000.00	340,000.00			0.00
831	Community Center (1998) Interest	153,810.00	153,810.00			0.00
840	Track/Soccer Field (2000) Principal	10,000.00	10,000.00			0.00
841	Track/Soccer Field (2000) Interest	5,192.50	5,192.50			0.00
850	Elementary School Addn (2001) Principal	985,000.00	985,000.00			0.00
851	Elementary School Addn (2001) Interest	555,362.50	555,362.50			0.00

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

<b>H/LK</b>	<b>Description</b>	<b>Appropriation/ Carry Fwd</b>	<b>Expenditures</b>	<b>Transfers &amp; Encumbrances</b>	<b>note</b>	<b>Balance to Revenue</b>
860	Landfill Capping (1999) Principal	75,000.00	75,000.00			0.00
861	Landfill Capping (1999) Interest	66,395.00	66,395.00			0.00
870	Land Acquisition (1997) Principal	59,500.00	59,500.00			0.00
871	Land Acquisition (1997) Interest	38,522.50	38,522.50			0.00
890	Land Acquisition (2000) Principal	195,000.00	195,000.00			0.00
891	Land Acquisition (2000) Interest	158,592.50	158,592.50			0.00
<b>TOTAL MATURING DEBT &amp; INTEREST</b>		<b>5,467,558.75</b>	<b>5,367,558.75</b>	<b>100,000.00</b>		<b>0.00</b>
<b>STATE AND COUNTY ASSESSMENTS</b>						
	Special Education Assessment		1,508.00			(1,508.00)
	MV Excise Assessment		9,900.00			(9,900.00)
	Mosquito Control Assessment		81,843.00			(81,843.00)
	Air Pollution Assessment		4,990.00			(4,990.00)
	Regional Transit Assessment		39,407.00			(39,407.00)
	Barnstable County Tax Assessment		167,940.00			(167,940.00)
	Cape Cod Commission Assessment		155,261.00			(155,261.00)
	Barnstable County Retirement		1,176,917.00			(1,176,917.00)
<b>TOTAL STATE &amp; COUNTY ASSESSMENTS</b>			<b>1,637,766.00</b>	<b>0.00</b>		<b>(1,637,766.00)</b>
<b>SCHOOL DEPARTMENT</b>						
900	Total Harwich Schools	12,091,622.00	12,003,028.85	(53,196.00)	fc	5,842.74
				135,946.41	e	
	Encumbered FY 2002 funds	239,938.50	239,938.50			0.00
995	Cape Cod Regional Tech	948,728.00	948,603.00			125.00
<b>SCHOOL ARTICLES</b>						
	Art 3 STM 1999 Reading Series	1,317.56				0.00
	Art 23-2000 Comp Hdware/Software	39,852.99	39,852.99			0.00

STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003

HLK	Description	Appropriation/ Carry Fwd	Expenditures	Transfers & Encumbrances	note	Balance to Revenue
	Art 41-2001 School Bldg Maint	1,202.79	1,202.79			0.00
	Art 15-2001 Proj Contemp Comp	5,800.00	4,200.00	1,600.00	e	0.00
	Art 41-2002 HS Building Facilities Study	15,000.00	10,000.00	5,000.00	e	0.00
	Art 44-2002 Medicaid Clerk	21,820.00	21,820.00			0.00
	TOTAL SCHOOL DEPARTMENT	13,365,281.84	13,268,646.13	90,667.97		5,967.74
	TOTAL BUDGET/ARTICLES	41,022,340.95	40,163,250.55	1,881,931.79		(1,022,841.39)
note	(c) transfers	91,899.41				
	(e) encumbered FY'03 budget/articles	1,790,032.38				
	(fc) finance committee transfers (in)	(785,292.20)				
	(fc) finance committee transfers (out)	785,292.20				



DEBT ACCOUNTS  
JUNE 30, 2003

Net Funded or Fixed Debt:				
Inside Debt Limit:				
General	\$	29,219,240.00		
Outside Debt Limit:				
General		1,377,350.00		889,150.00
Public Service Enterprise		1,495,000.00		14,181,200.00
		-----		289,500.00
				972,800.00
				430,000.00
				105,000.00
				1,251,590.00
		2,872,350.00		1,350,000.00
				1,800,000.00
				3,795,000.00
				200,000.00
				3,955,000.00
				-----
				\$ 29,219,240.00
				47,350.00
				1,330,000.00
				1,495,000.00
				-----
				\$ 32,091,590.00
				=====

CHANGES IN DEBT ACCOUNTS		
FISCAL YEAR ENDED JUNE 30, 2003		
		Net Funded or Fixed Debt
Balance July 1, 2002	\$	34,025,000.00
Less Principal Payments - Total Budgeted Expenditures		3,980,000.00
Plus new issue		2,046,590.00
		-----
Balance June 30, 2003	\$	32,091,590.00
		=====

**TOWN OF HARWICH, MASSACHUSETTS**  
*Schedule of Changes in Capital Project Funds*  
in  
Fiscal 2003

Article	Balance 6/30/02	Bond Anticipation Notes	Transfers In	Intrafund Transfers (out)	Available Budget	Expenditures	Tfr Out	Payment of BAN's	Proceeds MWAT/	Bond Proceeds	Balance 6/30/03
Addition/Renovate Town Hall	\$ 23,566.89			(16,271.69)	7,295.20	\$ -		\$ -		\$ -	7,295.20
Septic Loan Program (SRF)	\$ -				-						-
Septic System Hpoort				95,000.00	95,000.00						95,000.00
Krumin Land					-	\$ 725,000.00				\$ 725,000.00	-
FD Station 1 construction	2,503.66				2,503.66						2,503.66
Ambulance	303.54				303.54						303.54
Construct Elementary School	5,737,768.61				5,737,768.61	5,326,512.11					411,256.50
Engineering-landfill closure	22,232.02				22,232.02						22,232.02
State aided hwy construction	13,401.23				13,401.23	13,401.23					-
State aided hwy construction	505,140.63				505,140.63	23,150.63		481,990.00			-
Road Maintenance Program	-				-						-
Well Source/Dvlpmnt					-	64,318.12				170,000.00	105,681.88
Water system construction	1,260.53				1,260.53						1,260.53
Well rehab. and testing	1,990.80				1,990.80						1,990.80
Well painting and inspection	13.35				13.35						13.35
Upgrade Saquatucket Harbor	107.77				107.77						107.77
Improve Allen Harbor	90,000.00				90,000.00						90,000.00
Saquatucket Harbor Pilings	45,046.72				45,046.72						45,046.72
Community Center Generator	7,286.54				7,286.54	1,367.20					5,919.34
Community center construction	455.93				455.93						455.93
Purchase Texiera Land	3,705.50				3,705.50						3,705.50
Purchase Joan Rider Land	202,000.00				202,000.00						202,000.00
Purchase Mary Harwood Land	2,736.00				2,736.00						2,736.00
Cap landfill	78,728.31			(78,728.31)	-						-
Purchase Sweeper	44.00				44.00						44.00
Golf clubhouse 8 STM	14,698.25	291,590.00			306,288.25	14,698.25		583,180.00		291,590.00	-
Golf course clubhouse 1 STM	129,451.67	860,000.00			989,451.67	125,749.05		1,720,000.00		860,000.00	3,702.62
Golf course clubhouse 13-99	42,293.94	-	-	-	42,293.94	35,354.37		-	-	-	6,939.57
<b>Total Capital Project Funds</b>	<b>\$ 6,924,735.89</b>	<b>\$ 1,151,590.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,076,325.89</b>	<b>\$ 6,329,550.96</b>	<b>\$ -</b>	<b>\$ 2,785,170.00</b>	<b>\$ -</b>	<b>\$ 2,046,590.00</b>	<b>\$ 1,008,194.93</b>

**Town of Harwich, Massachusetts**  
*Combined Balance Sheet*  
*All Fund Type's and Account Groups*  
June 30, 2003

Assets	General Fund	Special Revenue Funds	Capital Projects Funds	Trust and Agency Funds	General Long-Term Debt Account Group	Totals
						(Memorandum Only)
Cash and term deposits	10,887,636	3,047,548	1,008,195	4,091,176		19,034,555
Accounts receivable:						-
Property taxes:						-
Levy of 2004 real estate	(2,855)					(2,855)
Levy of 2003 real estate	477,321					477,321
Levy of 2002 real estate and prior	26,235					26,235
Levy of 2003 personal property	19,386					19,386
Levy of 2002 personal property	8,665					8,665
Levy of 2001 personal property and prior	5,984					5,984
	<u>534,736</u>					<u>534,736</u>
Allowance for abatements and exemptions:						-
Levy of 2003	(186,756)					(186,756)
Levy of 2002						-
Levy of 2001	(51,274)					(51,274)
Levy of 2000	(57,375)					(57,375)
Levy of 1999	(46,670)					(46,670)
Levy of 1998	(58,151)					(58,151)
Levy of 1997	(8,013)					(8,013)
Levy of 1996	(11,971)					(11,971)
Levy of 1995	(7,446)					(7,446)
Levy of 1994	(8,652)					(8,652)
Levy of 1993	(7,161)					(7,161)
Levy of 1992	(13,139)					(13,139)
Levy of 1991	(8,576)					(8,576)
Levy of 1990	(4,356)					(4,356)
	<u>(469,540)</u>					<u>(469,540)</u>
Total property taxes receivable-net	65,196					65,196
Land bank tax - levy of 2003	13,132					13,132
Land bank tax - levy of 2002	638					638
Deferred real estate	86,189					86,189
Tax foreclosures	185,545					185,545
Tax liens	833,081					833,081
Litigated taxes	4,709					4,709



**Town of Harwich, Massachusetts**  
*Combined Balance Sheet*  
*All Fund Type's and Account Groups*  
June 30, 2003

	General Fund	Special Revenue Funds	Capital Projects Funds	Trust and Agency Funds	General Long- Term Debt Account Group	Totals (Memorandum Only)
Motor vehicle excise:						
Levy of 2003	114,877					114,877
Levy of 2002	21,285					21,285
Levy of 2001	10,880					10,880
	<u>147,042</u>					<u>147,042</u>
Boat excise:						
Levy of 2001	31,749					31,749
Levy of 2000	13,745					13,745
Levy of 1999	65					65
Levy of 1998	(15)					(15)
Levy of 1997	10					10
Levy of 1996	(5)					(5)
Levy of 1995	(181)					(181)
Levy of 1994	(309)					(309)
Levy of 1993	-					-
Levy of 1992	(239)					(239)
Levy of 1991	1,500					1,500
Levy of 1990	518					518
	<u>46,838</u>					<u>46,838</u>
Water department:						
Water rates and services	-	19,441				19,441
	-					-
Other departmental receivables:						
Ambulance	772,686					772,686
Septic revolving loans	-	29,527				29,527
Disposal Area	44,572					44,572
Employee Repayment Plan	693					693
Septic Betterments	(247)					(247)
Chapter 90	110,735					110,735
	<u>928,439</u>					<u>957,966</u>
Amount to be provided for long-term debt					32,091,590	32,091,590
					-	-
<b>Total assets</b>	<u>13,198,445</u>	<u>3,096,516</u>	<u>1,008,195</u>	<u>4,091,176</u>	<u>32,091,590</u>	<u>53,485,922</u>

**Town of Harwich, Massachusetts**  
*Combined Balance Sheet*  
*All Fund Type's and Account Groups*  
June 30, 2003

	General Fund	Special Revenue Funds	Capital Projects Funds	Trust and Agency Funds	General Long- Term Debt Account Group	Totals (Memorandum Only)
<b>Liabilities and reserves</b>						
Warrants payable	2,538,160					2,538,160
Employee withholdings:						
BCBS insurance	82,116					82,116
Federal, state, dues and misc.	95,337					95,337
	177,453					177,453
Agency payables:						
Tailings	44,299					44,299
Guarantee deposits and other agency payables	21,709			59,812		81,521
	66,008			59,812		125,820
Notes payable					32,091,590	32,091,590
Bonds payable						
<b>Deferred revenue:</b>						
Real estate and personal property	(131,502)					(131,502)
Land bank tax	13,770					13,770
Deferred real estate taxes	86,189					86,189
Tax liens and foreclosures	1,018,626					1,018,626
Motor vehicle excise	147,042					147,042
Boat excise	46,838					46,838
Water rates and liens	-	19,441				19,441
Taxes in litigation	4,709					4,709
Ambulance	772,686					772,686
Septic revolving loans	-	29,527				29,527
Disposal Area	44,572					44,572
Employee Repayment Plan	693					693
Septic Betterments	(247)					(247)
Chapter 90 Highway	110,735					110,735
	2,114,111					2,163,079
<b>Fund balance reserved for encumbrances and continued appropriations</b>						
Unreserved fund balance:	1,447,867	342,165	1,008,195			2,798,227
Undesignated	4,246,055					4,246,055
Reserved for expenditure	2,899,870					2,899,870
Designated for overlay deficits	(37,988)					(37,988)
Designated for appropriation deficits-debt & int	(20,720)					(20,720)
Designated for water emergency	(4,459)					(4,459)

Town of Harwich, Massachusetts  
*Combined Balance Sheet*  
*All Fund Type's and Account Groups*  
 June 30, 2003

	General Fund	Special Revenue Funds	Capital Projects Funds	Trust and Agency Funds	General Long- Term Debt Account Group	Totals (Memorandum Only)
	(227,912)					(227,912)
	-	2,705,383	-	4,031,364	-	2,705,383
	8,302,713	3,047,548	1,008,195	4,031,364	-	4,031,364
	13,198,445	3,096,516	1,008,195	4,091,176	32,091,590	16,389,820
						53,485,922

Designated for appropriation deficits-snow & ice

Fund balance designated for:  
 Special revenue funds  
 Trust fund balances  
  
**Total liabilities and fund balances**



# Salaries & Wages Paid

## TOWN OF HARWICH YEAR TO DATE WAGES FOR 2003 GROSS WAGES 2003

### SCHOOL ADMINISTRATION

ALMEIDA, BERYL M	17,718.03
BANTICK, MARY M	23,474.88
BRODERICK, CAROLYN W	44,087.36
BRODERICK, THOMAS	1,246.29
COSTIN, GARY L	76,968.17
CURRY, NANCY J	36,029.19
DAGGETT, SUE A	34,157.23
DURBOROW, KYLE	3,914.68
FALVEY, JODY M	38,099.19
GILBERT, JOSEPH L	74,028.72
HARTLEY, JAMES B	84,662.57
JOSEPH, ROSEMARY	55,684.65
LEACH, DANA M	625.00
LEVY, MARY C	27,414.38
RILEY, PAUL B	694.96
SANTA ANA, ERIN	515.79
WADE, ANN C	36,568.13
<b>sub-total</b>	<b>555,889.22</b>

### ELEMENTARY SCHOOL

ALBERTINE, MARY A	62,235.98
BARKER, CAROLYN	22,105.09
BARKER, JEANNE H	55,327.38
BARNETT, Nanci B	53,095.92
BELLIVEAU, MYRA L	55,039.50
BLUTE, JODIE C	19,346.79
BOCK, DEBORAH J	58,523.60
BOOTH, KAREN A	32,238.10
BOULE, LESLIE C	55,039.50
BRADY, MELISSA R	52,323.08
BRAGDON, MARY A	55,063.49
BROOKHART, LARRY R	38,279.86
BROWNELL, KATHERINE J	22,964.31
CAESAR, MARY ELLEN	58,154.30
CAREY, JEANNE S	58,811.48
CAVANAUGH, PATRICIA H	21,568.87
CERWONKA, JENNIFER L	14,685.53
CHILDS, PAMELA S	5,107.25
COLLINS, ANN K	7,027.31
COSTELLO, JACALYN R	59,008.35
D'URSO, ANNE E	54,842.56
DILLON, JOAN E	56,021.37
DOANE, ANNE	58,523.60

DUNPHY, KATHLEEN	41,346.76
FISLER, MICHELLE	4,661.72
FORD, LINDA D	52,035.20
FORTIER, PAMELA J	11,734.52
GOVONI, BARBARA A	6,160.47
GRADY, CHERYL S	40,246.81
GREIG, DEBRA A	21,657.90
GUSHEE, CYNTHIA J	25,538.45
HAAS, BONNALYN	59,393.32
HALL, JULIE A	28,636.38
HANSEN, JUDITH	1,318.78
HANSEN, RICHARD	55,819.18
HIRSCHBERGER, AMY R	52,108.42
HUDSON, VIRGINIA B	14,576.76
HUMPHREYS, SHEILA L	63,239.64
HYORA-WILLIAMS, JENNIFER	37,299.68
JOHNSON, KATHLEEN V	58,596.82
JORGENSEN, FRANCESCA M	42,374.14
JULIN, KATHY A	17,777.80
KELLEY, JANETTE M	13,115.51
KING, DAWN M	44,153.07
LEAHY, CYNTHIA A	16,336.96
LEGER, DONNA J	24,100.30
LEOFANTI, CHRISTINE H	58,780.54
LONDON, ANTIGONE	34,661.71
LYON, NANCY L	20,146.42
MALINOWSKI, PATRICIA A	58,723.01
MALONE, CATHERINE A	19,109.24
MCGUIGAN, JOHANNA	18,200.92
MELLO, KATHALEEN M	1,348.32
MIRANDA, BRENDA J	5,633.82
MIRANDO, KATHLEEN D	56,890.46
MORRIS, LAURA M	22,476.83
NAGLE, WALTER R	26,425.94
NICHOLSON, LISA D	5,356.96
NORTON, JAN M	71,143.10
NORTON, PETER G	52,054.32
O'CONNOR, GERALDINE A	55,075.49
OLSON, CAROL E	56,221.16
PETRUCCELLI- SMITHERS, J	55,327.38
PLATH, LINDA C	20,476.50

REINWALD, THERESA M	21,711.76
ROBINSON, BETSY B	26,624.29
ROSE, AGNES	5,122.18
ROSE, DEBORAH A	4,869.58
RUBEL, EARLINE F	4,133.83
SAIG-FIELDS, LESLIE D	23,926.22
SALZILLO, FRANCES	5,743.89
SANTACROCE, ANN B	41,484.57
SCINTO, SANDRA	52,299.09
SEARS, SHARI	57,295.22
SEMPRINI, ERIN	22,259.75
SENIOR, ERIN K	39,721.16
SHARKEY, HELENE	53,124.08
SILK, ANN M	52,035.20
SIMMONS, LESLIE W	55,112.72
SMITH, DONNA W	27,722.30
SMITH, KATHLEEN M	59,789.08
SMITH, PATRICIA A	22,598.78
STOUT, MARVIN A	46,936.98
STROKER, LISA J	14,524.68
SUGERMAYER, MARK D	56,545.20
SWENSON, HEATHER	2,377.40
TANSEY, TAMMY L	19,461.87
TITUS, ROBIN	57,179.35
TRASK, SUSAN J	56,894.90
TWOMBLY, CHRISTINE C	62,223.39
VIRKLER, REBECCA J	52,205.85
VOHS, KATHRYN	40,917.94
VRLIK, CAROL E	24,006.31
WEBB, BARBARA C	3,125.54
WEST, CHERYL A	26,776.46
WILKINSON, PHYLLIS H	55,490.36
WITTIG, SANDRA	56,890.46
WROE, CANDICE M	55,677.41
ZABIELSKI, DEBORAH	18,674.41
<b>sub-total</b>	<b>3,571,096.14</b>

#### MIDDLE SCHOOL

ALDEN, REBECCA A	59,069.39
ALTIERI, WILLIAM H	16,868.00
ALVEZI, JOAN	60,951.70
ANDERSON, LORETTA M	55,124.30
ANDREOLA, SALLY	53,867.90
ANGELO, SANDRA D	17,141.98
BABB, JANE E	30,224.63
BAKER, GAIL L	55,490.36
BARKER, JEAN E	63,509.24
BOUGAS, JAMES E	58,039.16
CAMERON, KATHRYN G	22,178.70
CHASE, PEGGY A	71,862.13
CHICOINE, ANN M	52,547.05

CHILDRESS, MARY S	82,135.55
CHIZEK, LESLIE M	39,183.63
COE, JANET R	22,710.26
CREEDON, DENISE A	55,075.49
CRIMMINS, LAUREN C	52,035.20
DANCER, PATRICIA A	23,444.99
DARSON, DEBORAH	55,327.38
DAVOL, SALLY J	3,808.16
DONOVAN, CHRISTINE	16,146.03
DRISCOLL, LEE A	15,009.24
ELDER, JULIET A	38,451.29
FABIA, ALICE E	56,788.50
FALCONE, MARY	52,171.71
FLEMING, SEAN M	33,179.59
FORIST, MELINDA D	51,873.63
GRIFFITHS, LAUREN	4,019.52
HEIDEMANN, RITA	28,142.77
HOLDEN, KATHERINE M	55,246.20
HORAN, LORI L	15,407.04
JAWORSKI, EDWIN J	47,171.77
KAPLAN, SCOTT M	24,028.70
KEEFE, JEANNE M	38,103.10
KRYSTOFOLSKI, JENNIFER	11,283.94
LEMOINE, WILLIAM E	42,336.24
LITCHFIELD, AMY P	24,251.72
LITTLEFIELD, ERIN C	36,941.42
MAGELANER, LISA	52,757.39
MALCOLM, NANCY L	52,323.08
MANNIX, MICHAEL P	10,727.04
MATHESON, ANDREW S	41,471.80
MC GUIRE, MARY T	32,964.41
MCGEOCH, VIRGINIA	40,326.60
MCMANUS, SHANNON W	18,417.56
MENDOZA, KATHLEEN J	45,537.08
MILLS, KAREN E	10,803.60
MONAST, JILL A	51,104.32
MONIZ, MARYKATE	10,443.16
NAPIERKOWSKI, GORDON E	13,431.68
NICHOLSON, JOHN A	12,180.96
OLIN, NATE	120.51
OLIVER, JENNIFER	19,884.19
PETERSON, KATHLEEN A	33,075.47
PETRELLA, ROBERT	31,233.42
PIKNICK, KIMBERLEE A	24,044.64
POORE, CHERYL M	66,204.46
REUSS, PAMELA T	46,927.46
ROSS, PAMELA J	650.70
RUTLEDGE, SALLY	41,273.54
SAVAGE, KAREN A	55,039.50
SIMMONS, ROBERTA	24,528.13



STELLO, KAREN A	4,533.81
SUMMERS, HERBERT	19,386.64
THACHER, F J	72,394.60
TILTON, GAIL	2,395.24
TREMBLAY, JENNIFER E	12,115.16
TURCO, DIANE C	55,039.50
WAYSTACK, BERNADETTE	37,640.66
WHITTEMORE, DEIDRE	39,287.20
WIACEK, THEODORA	42,086.93
WILSON, STEVEN B	73,644.50
WIMBERLY, JOELLEN	16,766.24
ZABIELSKI, LARRY J	63,743.70
<b>sub-total</b>	<b>2,715,652.49</b>

## HIGH SCHOOL

ANDERSON, JOHN	33,142.92
BACKUS, DONNA L	28,977.54
BAIRSTOW, KAREN G	39,287.20
BATES, KEVIN S	47,608.92
BEARSE, JOYCE E	25,738.49
BEER, TED W	45,672.10
BENNETT, JONATHAN M	14,827.08
BIRCHFIELD, JAMES	39,482.54
BLANCHARD, CARLA W	52,705.51
BROWN, KATHLEEN A	9,486.16
BRUNETTI, ALFRED	37,395.57
BUCKLEY, NANCY A	55,961.50
BURKE, DAVID M	25,471.44
CAHILL-O'SHEA, JULIA P	31,810.01
CALLAGY, MARGARET A	54,432.23
CAMPBELL, JOANNE K	22,349.68
CAMPBELL, SUMNER	7,613.00
CATANZARO, ANTHONY J	52,035.20
CHILAKA, ANGELINA A	59,352.50
COPPOLA, CAREN D	29,080.99
CROOKS, JULIAN G	2,162.93
DEBACHER, NICHOLAS C	52,035.20
DICKSON, JOHN T	50,622.98
DONAHUE, MARGARET M	22,488.97
DONOVAN, DEBORAH	54,737.12
DOOLEY-TRABUCCO, ANN M	49,726.04
DORGAN, DIANE	57,901.50
EASTMAN, JILL A	55,961.50
FEDE, JOSEPH J	54,577.77
FLINT, KARI A	33,512.00
GIROLAMO, JANIE	76,513.71
GOLDSTEIN, PETER J	64,148.68
GONNELLA, PETER	42,297.94
GULOTTA, KATHERINE D	46,229.43
HEGGI, JOSEPH E	53,721.70

HEMEON, MARY E	39,581.08
HIGGINS, DIANNE M	31,491.92
HOPKINS, TROY C	64,874.02
HOUSTON, RICHARD F	64,848.60
JONES, DIANE R	59,194.40
KELLY, KAREN M	55,039.50
KOT, STEPHEN J	60,950.16
KROL, ROBERT M	88,212.68
LE VANGIE, LYNNE	46,538.38
LEACH, JACQUELINE S	55,961.50
LEETE, ANNE C	43,793.22
MARTELL-PASCHAL, ANN	59,961.26
MCINTYRE, CHARLES E	62,552.32
MOYNAGH, PETER F	25,311.83
O'LOUGHLIN, KELLY J	5,046.83
RICHARD, ROSEMARIE	47,540.89
ROSE, GLENN A	8,308.50
RYAN, JOHN B	38,618.82
SCHNEIDER-BIRON, LIANE B	51,283.00
SESSLER, DENISE L	41,630.71
SIMMONS, ELIZABETH B	55,039.50
SMELTZER, ROBERT M	58,039.16
SOWPEL, GEORGE G	34,557.42
STALKER, MICHELE	29,670.38
STEVENS, JOANNA W	923.92
TYLDESLEY, ELIZABETH	21,238.22
WEEKES, JOANNE L	22,810.37
WHITTEMORE, ERIN M	37,342.42
<b>sub-total</b>	<b>2,639,429.06</b>

## CAFETERIA

BARKER, DEBORAH L	15,416.10
BASSETT, CAROLYN	9,544.30
BOYES, PAMELA J	378.00
BOYLE, PATRICIA M	15,906.77
BURNS, CINDY A	1,056.39
CANNON, DEBRA A	4,821.90
DUDIS-LUCAS, ELIZABETH A	7,251.40
FREEMAN, JANICE A	15,745.98
GUINEN, LINDA A	18,703.77
HARK, HELEN M	15,548.64
HOGG, SUZANNE D	12,904.33
LANDERS, NANCY J	8,889.40
LEGER, JACQUELYN L	5,139.45
MAKER, LESLEY A	7,262.50
MASTERSON, TERESA M	6,727.00
ROBBINS, KRISTI	4,507.30
SMITH, JEFF	42,753.46
VAGENAS, KATHLEEN	546.00



WELSH, MICHELLE	1,474.20
WHEAT, EDITH C	424.20
WILSON, CHRISTINE	4,655.60
<b>sub-total</b>	<b>199,656.69</b>

#### **CUSTODIANS**

BIRTWELL, KENNETH	32,790.99
CRAFTS, BARRY H	1,952.25
DEMERS, DAVID A	46,428.24
DONOVAN, ROBERT A	39,756.84
FERREIRA, EDWARD J	38,628.86
FRAWLEY, GERALD J	32,046.38
GAROFALO, ROBERT	1,805.00
GOODE, PETER W	36,153.76
GUINEN, GLEN R	30,125.06
HALL, ALAN J	47,599.47
HYL, MAREK	437.00
JOHNSON, KINSLEY R	5,662.00
KELLY, RICHARD F	43,375.14
MACFARLAND, LANCE	1,197.00
MAGEE, FREDERICK J	39,020.30
OAKLEY, KEVIN M	41,239.74
PEDERSEN, TIMOTHY	37,958.22
POTTER, CHUCK	24,910.26
SIMPSON, RICHARD D	13,405.01
SIROIS, RICHARD A	3,420.00
SMITH, LISA M	15,596.70
STARKWEATHER, MICHAEL A	31,302.95
VALLE, ARTHUR R	15,833.44
WILLCOX, JAMES	36,528.59
<b>sub-total</b>	<b>617,173.20</b>

#### **HARWICH EXTENDED DAY (HASP)**

BERGSTROM, SUZANNE	5,183.00
BROOKHART, KATHERINE	1,942.00
CHAPMAN-O'BRIEN, CYRENA M	19,279.98
COOMBES, TAYLOR	4,008.25
COUGHLIN, ERIN B	23,535.90
CULHANE, AMANDA L	1,956.78
DALESSIO, CHRISTIAN M	4,709.25
DALESSIO, IAN A	2,882.25
DALESSIO, RYAN	2,749.50
EATON, ANDREW F	1,742.00
EMERSON, ANN B	46,915.86
HOLMES, CHRISTINE K	19,520.10
HURLEY, LINDA M	25,818.08
KELSEY, BEVERLY B	36,844.95
KLINE, MARGARET E	3,357.00
LA FORTUNE, HEATHER L	592.00

LAMBERT, STEPHANIE	2,572.50
MCARTHUR, LESLIE T	168.00
MILLER-SYLVIA, SHELBY	634.00
MORAN, MITZI	852.75
MORRIS, KARYN	357.00
PAIGE, DARE	955.50
REMILLARD, ERIN N	3,059.55
SAPIENZA, EMILY	3,382.50
SAULNIER-FORTIN, ANNETTE R	191.25
SERAFINO, CAROL N	15,843.75
SHARP, JENNIFER L	2,868.58
SPEYER, ANNE	640.00
STANLEY, DENISE	18,500.22
SUMMERS, MEGAN	1,918.00
WASTROM, ERIKA	2,679.50
WHITE, DANIELLE	1,126.00
WIETECH, RYANN E	2,286.00
<b>sub-total</b>	<b>259,072.00</b>

#### **SUBSTITUTES**

ADAMS, OLGA	5,463.99
ALBANESE, PAULA	420.00
ALLARD, JEFFREY D	3,433.00
ALLEN, MARY CARROLL	320.00
ANGUS, JEFFREY	60.00
APPLEBAUM, MARCIA	900.00
ARRE, PATRICIA	390.00
BANKS, EDLOW	1,440.00
BARBATO, FRANK	2,085.00
BARNES, MATTHEW A	1,220.00
BATES, DONALD T	3,553.00
BIALOW, CAROLYN K	4,463.28
BILLINGS, DAVID B	60.00
BISHOP, CAROL	300.00
BLUTE, THOMAS	2,508.23
BOYLE, FRANCES	4,290.23
BRACKETT, JUSTIN	1,269.00
BRADLAU, GEORGE F	446.00
BRENNAN, LAURYN	180.00
BRIGGS-WATKINS, GAIL	294.44
BROCHU, HARRIET F	240.00
BURKE, CYNTHIA J	360.00
BURKE, VIRGINIA W	192.50
BURKE, WILLIAM K	4,150.00
CHATHAM, SHARON B	2,000.00
CIUCCI, ANTHONY V	350.00
CLARKE, MARY E	249.00
CLARKE, ROSE ANN	1,311.00
CLOWRY, SUZANNE	394.75
COLE, TERRANCE	360.00

COOK, PATRICIA	150.00
CONNAUGHTON, RUTH M	1,566.56
CONNORS, JUDITH M	156.92
COOPER, KAY	240.00
COWGILL, TOMMY	1,499.98
CRAIG, BETHANY H	4,140.00
CRONIN, MARY E	7,687.23
CROWELL, CARVER	2,172.00
DANBY, JOHN	4,577.00
DEGROFF, JACK	3,942.67
DIRAC, JOHN	695.00
DOANE, SARAH	60.00
DOHERTY, WILLIAM	1,440.00
DOMENICK, SUSAN J	812.50
DONLAN, MARC C	200.00
DOWNS, SUSAN	3,718.38
DREWES, MARILYN	5,196.12
DUFFY, JUNE M	600.00
ELDREDGE, SHEILA A	2,769.10
ELLIS, LYNN	428.55
ESPESETH, DOREEN	120.00
FANTOM, SARAH F	750.00
FELLOWS, JENNIFER	4,972.42
FRENCH, MARGARET M	400.00
GABOUR, MARGARET	1,020.00
GALGAY, JOSEPH R	360.00
GALLAGHER, JACLYN N	106.87
GIASULLO, FRANK M	980.00
GIASULLO, ROSEMARY	1,333.78
GIRARDI, ANN MARIE T	130.00
GOLDMAN, HARRIETT	600.00
GOTTWALD, RAYMOND	60.00
GREENE, JILL E	750.00
GREENSPAN, BARBARA J	3,850.00
GUYON, HARRIETT A	390.00
HADDAD, HELEN F	320.00
HAMMATT, MARY P	2,687.56
HANNIGAN, MARGARET M	3,685.00
HARDING, GAIL M	1,320.00
HATHAWAY, ALEXINA P	34.77
HOLDEN, MARTHA	24,186.22
HORGAN, CINDY	1,192.50
HOULE, MONICA A	1,472.50
HUNDT, MARCIA	588.50
JAMOUS, MARY E	65.00
JOHNSON, FRANCIS	3,433.00
JOHNSON, SANDRA J	840.00
JOSEPH, FRANCES K	44,307.58
JULIN, AMANDA	1,282.14
KALBACH, BARBARA	623.80
KARRAS, CATHERINE V	5,858.67

KELLY, JAMES F	1,763.27
KELLY, KAREN	800.00
KELLY, MICHAEL A	10,279.74
KEMP, MATTHEW	720.00
KRAFT, VINCENT H	179.98
KROWKA, LOIS	1,705.24
LA DUKE, EVELYN	180.00
LANGWAY, SUSAN	3,238.84
LEANUES, SUSAN	240.00
LEANUES, WILLIAM	1,435.80
LEEDOM, BARBARA S	2,983.74
LEVY, ERIC L	3,400.00
LOGAN, JANE	1,380.00
LOMBARDI, MARGARET	6,834.14
LUCIANO, KAREN G	603.00
MAC KEIL, LOUIS M	320.00
MAGNUSSON, KATHLEEN	60.00
MAKER, ERIC E	2,248.00
MARTIN, DEBORAH K	851.90
MATHEWS, RICHARD A	60.00
MAXWELL, RICHARD	1,256.50
MCCORMACK, SAMUEL P	4,420.00
MCDONNELL, ROBERTA	590.00
MCELHENNY, NORMA	640.00
MCGUIRE, MEGAN	83.45
MEANS, MARY K	840.26
MERRILL, KENNETH	1,200.00
METZGER, MARY J	3,458.00
MIDDLETON, LINDA V	5,132.28
MOODY, ELEANOR	1,740.00
MORRIS, WILMA	1,800.00
MUSK, RONALD	2,015.00
NEWBY, PATRICIA	120.00
NOONE, TRACI M	11,876.56
NORTON, LISA	1,192.50
O'DONOGHUE, ANGELA M	23.19
O'TOOLE, LUCIE	346.87
OWENS, LINDA L	347.86
PARADIS, SUZANNE C	8,553.38
PAULSON, CATHERINE J	240.00
PERRIS, CATHARINE D	2,256.78
PETERSON, ELLEN L	840.00
PIKE, DAVID H	280.00
PRITCHETT, LOUIS C	840.00
RENGUCCI, JANET E	2,954.98
ROBBINS, PATRICIA	4,506.38
ROMANO, GENNARO A	7,441.21
ROSE, PATRICIA E	2,145.75
ROSSETTI, SALLY A	2,049.61
SAUERS, CINDY A	1,875.00
SCOTT, JUSTIN	4,763.34



SECOLA, MARY LOUISE	720.51
SEEM, GERALDINE H	1,320.00
SEWER, ERIK A	240.00
SIMARD, DARIA H	1,607.33
SOARES, GARY P	45.00
SORENSEN, KEELY	707.72
ST. CROIX, JOHN	180.00
STANTON, BARBARA P	3,897.24
STEIN, LISA M	2,081.15
STEIN, PAULA D	1,511.37
STORER, ABRAHAM	240.00
SULLIVAN, KATHLEEN M	2,862.00
SWEETMAN, LAURA	154.00
SYLVIA, LYNN M	4,124.25
THACHER, MEGAN E	180.00
THEOHARIDES, VICTORIA	60.00
THOMPSON, BENJAMIN	120.00
TOBEY, DAVID D	203.92
TOMASIAN, MEGHAN	678.01
TOSTI, RONALD	2,280.00
TRAILOR, ROLAND R	720.00
TURNER, LINDA	200.00
VACHON, GIL B	120.00
VIENT, JAMIE M	2,639.61
VOTTELER, MARIA A	2,019.92
WALL, MARIE	839.37
WATMOUGH, AMY	2,193.74
WEIDHAAS, CATHY	8,216.15
WEISS, MORRIS	2,039.15
WOODS, MARYANNE	4,331.40
<b>sub-total</b>	<b>354,120.13</b>

#### MONTHLY EMPLOYEES

FORD, MICHAEL D	300.00
GIBSON, BRUCE W	1,500.00
HOWELL, DONALD F	1,500.00
HUGHES, PETER S	1,500.00
WIDEGREN, ROBERT S	1,500.00
ZEIGLER, CYD	1,500.00
KAPLAN, ANN W	8,950.00
<b>sub-total</b>	<b>16,750.00</b>

#### ACCOUNTANT

CLANCY, JO ANNE P	46,932.34
GALLAGHER,	
MARGARET M	68,410.18
TULLOCH, WENDY A	32,055.68
<b>sub-total</b>	<b>147,398.20</b>

#### ASSESSOR

HEMEON, BARRY A	500.00
HENRY, SUSAN I	43,087.12
NEESE, ROBERT S	500.00
NEUDORFER, JOHN C	500.00
OLIVER, SHERRY	29,545.39
ONNEMBO, V M	32,123.00
SCANNELL, DAVID R	68,085.03
VEELENTURF, DONNA M	24,204.60
<b>sub-total</b>	<b>198,545.14</b>

#### TREASURER/TAX COLLECTOR

DALEY, CAITLIN E	36,961.26
DUFFY, AMY E	44,939.27
MURPHY, JUDITH A	37,276.52
PARKHURST, DOROTHY A	56,363.14
<b>sub-total</b>	<b>175,540.19</b>

#### ADMINISTRATION

BANFORD, RICHARD F	59,683.00
BOUVIER, AUDREY F	39,333.00
GOODWIN, MECHELLE M	744.20
HOUSE, SHEILA	46,333.42
MELVILLE, WAYNE C	85,696.90
NELSON, ELNA	3,551.34
PAZOLT, BETHANY M	561.60
PERKINS, AMY C	2,774.95
READ, RENE J	56,272.25
ROBINSON, SANDRA J	30,005.68
STEIDEL, ANN	24,258.67
WATMOUGH, DOUGLAS	10,734.12
WATMOUGH,	
ELEANOR A	11,922.21
<b>sub-total</b>	<b>371,871.34</b>

#### ELECTED OFFICIALS

HALL, EMULOUS	125.00
NOONAN, JAMES M	125.00
<b>sub-total</b>	<b>250.00</b>

#### TOWN CLERK

CARLSON, MARIE A	4,468.02
DAGENAIS, HILDA P	64.00
DAVIS, JUDITH	112.00
DOUCETTE, ANITA N	51,645.52
DUNNE, JEANNE	112.00
EAGAN, MARY M	112.00
FARHAM, RUTH E	64.00
HALL, MARY R	64.00
KELLY, ANN M	2,955.02
KELLY, ROBERT	152.00



LEE, GERALDINE E	118.20
LEGENDRE, CAROL A	24,453.54
MAHAN, JOHN M	208.00
MARTELLO, ANITA F	56.00
MCKENNA, JANET A	112.00
MIHOVAN, LOUISE R	3,744.02
MILLS, SUSAN J	56.00
MYERS, ALBERTA L	112.00
OWENS, SALLY A	112.00
PINO, BETTINA F	56.00
ROBINSON, EVELYN R	64.00
ROY, JOHN R	140.00
SILVERIO, JANET	160.00
STANFORD, ALICE H	112.00
VAGENAS, MARLENE	112.00
WARREN, CAROLE J	112.00
WEST, PAULA M	30,822.88
WIARD, MAVIS W	1,125.00
<b>sub-total</b>	<b>121,424.20</b>

#### CONSERVATION, PLANNING, BUILDING, ENGINEERING

CHATHAM, JOHN T	54,377.55
GENATOSSIO, CAROL A	38,785.41
GREENHALGH, CHARLEEN L	43,862.03
LEVEN, SUSAN M	58,458.57
CORCORAN, PAUL J	59,495.85
MASON, CAROL A	38,738.34
MURPHY, PAUL M	40,040.00
VETORINO, DONNA C	23,200.67
BORGESI, JOSEPH J	70,035.09
SWEETSER, PAUL E	48,120.80
<b>sub-total</b>	<b>475,114.31</b>

#### INSPECTORS

BOYCE, MANLEY	13,266.35
STPIERRE, JIMMIE W	3,215.35
BOYSON, STEPHEN P	196.60
HANNON, JAY M	516.45
WHELAN, THOMAS R	13,389.35
<b>sub-total</b>	<b>30,584.10</b>

#### POLICE

BOORACK, PAUL P	55,098.34
BRACKETT, ROBERT C	66,484.58
BROGDEN-BURNS, LYND A J	956.96
BROUILLETTE, DAVID R	122.64
BRYDA, MICHAEL E	30,711.45
BURNS, JOHN J	39,569.00
BUTTRICK, RICHARD E	62,680.43
CAMPBELL, RICHARD	69,615.41

CHEVERIE, JAMES	43,403.31
CLARKE, THOMAS D	83,208.10
CLARKE, TRACEY A	37,512.59
CLOUGH, AMY L	40,582.66
CONSIDINE, KEVIN M	51,437.72
CRONIN, EDWARD H	69,093.67
CULVER, LYMAN E	52,418.43
CURRIE, ROBERT E	27,324.70
DAVIS, JEFFREY F	47,193.91
DINNAN, TERRENCE A	53,271.17
DUTRA, DEREK J	34,081.07
GAGNON, THOMAS A	57,557.35
GOSHGARIAN, ARAM V	60,607.23
HADFIELD, ROBERT D	50,279.80
HARRIS, MARC W	43,767.14
HORGAN, ROBERT F	66,412.51
HUTTON, ADAM E	79,994.58
JACEK, DAVID J	85,405.81
JONES, CAROLYN E	17,173.06
KENDER, CHRISTOPHER J	77,788.73
KENDRICK, DENNIS J	74,496.04
LABELLE, JOSEPH F	42,448.76
LEGEYT, EARL T	114.98
LINCOLN, KEITH E	7,059.51
MASON, WILLIAM A	84,466.58
MAWN, RYAN J	36,437.28
MITCHELL, BARRY M	63,023.47
MITCHELL, JONATHAN L	46,372.37
MORELAND, DONALD R	435.99
MORRIS, CRAIG T	49,790.11
MURPHY, BEVERLY A	33,858.00
NOLAN, NEIL A	45,873.69
PEARL, SARAH P	107.31
PORTER, MICHAEL E	57,861.20
SAYERS, RICHARD R	64,379.26
SCARNICI, PATRICIA A	1,834.83
SHELLEY, WILLIAM M	44,774.35
SHORES, KAREN L	471.40
SILVA, EDWARD W	55,619.29
SMALL, CHRIS A	22,205.64
SULLIVAN, JOHN F	81,342.27
SULLIVAN, JOHN F SR	17,292.11
TAVANO, DONNA L	45,873.13
ULRICH, T P	45,572.15
VAN NESS, CHRISTOPHER R	62,199.27
WARREN, JOHN E	70,969.84
WILKINS, SANDRA J	91.98
WILLIS, WILLIAM D	33,442.61
WRIGHT, CHESTER F	5,672.74
YOUNG, KAREN F	42,842.80
<b>sub-total</b>	<b>2,540,681.31</b>

**FIRE**

AYER, JOHN C	66,396.76
BONATT, ALICE L	43,421.86
CLARKE, JOHN H	77,836.41
CLARKE, NORMAN M	61,844.47
COUGHLAN, BRIAN T	74,705.72
CURREY, STEPHEN E	56,510.04
DEERING, LEIGHANNE	61,234.87
DIAMOND, ERIC C	59,590.12
DOLAN, DONNA W	43,488.89
ELDREDGE, MATTHEW A	49,616.19
FARRENKOPF, KENT J	79,678.55
FLYNN, WILLIAM L	71,741.10
HAWTHORNE, GLENN D	59,492.24
HOWELL, SANDRA F	35,229.11
JAQUES, TIMOTHY S	68,031.05
JESSOP, HENRY S	54,624.78
JOHNSON, ROBERT W	59,122.66
KALBACH, LEONARD	47,352.06
LANG, G JOSEPH	55,772.56
LEBLANC, DAVID J	77,392.55
MABILE, BUCKY J	56,480.21
MANTOS, MARGARET M	43,037.86
MASON, MICHAEL J	56,956.20
MAYO, JOSEPH	54,030.71
MCINALLY, IRIS G	11,951.08
NICHOLSON, DIANE A	50,736.11
NORCOTT, BRENDA L	51,896.29
PARKER, DONALD W	89,747.04
PETERSON, ROBERT A	98,326.56
PICHE, SHAWN P	58,450.52
PIRES, SUSAN A	14,087.89
REMILLARD, WILFRED	74,509.53
ROMME, GEORGE H	58,692.90
SANDERS, ROBERT K	59,154.71
SPENCER, DANIEL K	71,554.66
THORNTON, CRAIG W	57,205.14
WALORZ, JUSTYNE L	53,355.98
YOUNG, BRUCE F	58,536.14
<b>sub-total</b>	<b>2,221,791.52</b>

**HIGHWAY, PARKS, CEMETERY**

ALBEE, BRIAN J	41,018.26
ALWARD, RICHARD D	47,283.14
BARKER, JAMES A	48,955.60
BARNES, STEVEN P	43,754.63
BARRETT, EDWARD F	14,298.00
BATES, JEAN A	2,371.50
BERUBE, RICHARD	50,248.57
BIDWELL, DAVID J	10,029.69
CAROSELLI, JAMES F	16,962.00

CHADWICK, ROBERT J	645.60
CHINAULT, WALTER J	12,348.60
COLETTA, RICHARD A	4,320.00
COOK, JAMES M	56,611.05
DICKINSON, LOUISE E	63.00
ELDREDGE, JOHN A	52,088.84
ELDREDGE, PETER J	5,603.38
ENGLERT, STEPHEN J	6,720.00
FERREIRA, MARGUERITE G	2,871.00
FRANCIS, CARLETON S	14,914.96
FRENCH, JASON J	8,196.00
GAROFALO, JUDITH	40,024.11
GERMAIN, ERIN K	40,564.81
GILBERT, DAVID M	52,258.51
GOMES, DONNA L	28,151.28
GOTTSTEIN, CAROLYN H	2,317.50
GREEN, BEN H	4,140.00
HERSEY, STEVEN P	46,144.29
HOLMES, COLLIN F	40,565.61
HOLMES, JEFFERY P	52,410.06
HOOVER, LINCOLN S	70,218.59
HOPKINS, JARED J	23,856.00
JESUDOWICH, ALEX	9,854.51
KARRAS, LOUIS J	9,600.00
KARRAS, NIOMA	3,298.50
KIERNAN, MICHAEL F	52,134.89
LYDON, JOSHUA	6,897.00
MASON, PATRICK	6,440.00
MCGOLDRICK, TIMOTHY P	3,381.00
MCNEILL, EUGENE C	10,404.00
MENDOZA, ALAN V	45,777.41
MONTEIRO, JOHN J	40,790.22
NICKERSON, DONALD C	59,706.80
NORGEOT-BERUBE, KIM	51,486.65
PERRY, RICHARD	47,250.49
PRESTI, BUD	14,092.93
PROBERT, RICHARD T	32,782.80
PROTO, MICHAEL P	3,840.00
REUSS, WILLIAM L	4,602.00
RICE, WAYNE A	47,750.46
ROY, NANCY	20,201.47
SCICHLONE, PETER A	44,548.44
SIMON, ANDREW J	4,565.00
SMITH, DAVID J	32,997.37
SMITH, JOAN E	9,500.88
STINES, BRIAN N	5,683.88
STRATTON, WALTER E	56,387.56
SUTHERLAND, GEORGE T	15,983.34
TACKETT, JOHNIE P	42,838.74
THACHER, RAYMOND L	10,833.33
TIEROUZ, JAK	5,859.25



TUOMINEN, CHARLES L	57,365.81
WILLIAMS,	
CHRISTOPHER S	5,626.50
WOOD, CHRISTINE S	2,956.50
<b>sub-total</b>	<b>1,605,392.31</b>

## WATER

BATES, DONALD T	500.00
CAHOON, BRUCE S	53,755.84
CAVANAUGH, GEORGE B	500.00
CONNOR, CAROL M	32,362.30
ELDREDGE, JASON M	29,108.91
ELDREDGE, WILLIAM D	56,225.97
FULLER, DEBORAH A	48,712.03
GONSALVES, DANETTE L	500.00
HICKS, STEVEN G	27,305.73
LATHAM, TYAN M	12,079.77
MCCARTHY, JOHN M	28,392.13
PENINGER, WILLIAM E	52,153.11
SALZILLO, NEIL J	53,580.50
SANFORD, MICHAEL E	8,171.51
SAYERS, BARBARA J	38,047.59
SPARROW, PHILIP M	47,363.44
TRACY, DAVID P	44,294.78
TREPANIER, JASON L	4,914.70
WIEGAND, CRAIG	64,942.46
<b>sub-total</b>	<b>602,910.77</b>

## HEALTH

BREEN, DAVID E	8,060.50
BROCK, MARINA M	500.00
CHAMPAGNE-LAWTON,	
PAULA	61,822.95
GREENBERG, HILLARY H	26,247.57
HOWARD, SANDRA C	1,979.08
HURST, ALFRED	291.70
KOCOT, STANLEY L	500.00
SAMPSON, FRANCIS C	500.00
SCHNITZER, HERBERT S	28,203.70
SULLIVAN, JUDITH M	32,998.71
VARRICA, SANDRA L	27,004.45
WATSON, MARY JANE	83.32
<b>sub-total</b>	<b>188,191.98</b>

## COMMUNITY CENTER

ABATE, CHARLES E	11,437.50
ALLEN, M DORIS	4,212.45
ANDERSON, PAUL M	600.00
CALLINAN, JOHN D	16,646.48
CAREY, CAROLYN	45,803.17
CLARK, KEITH S	240.00

CROWELL, TRACEY A	2,840.00
FERNANDEZ, SENNA M	31,336.03
FLEISCHER, DOROTHY	112.00
GIFFEE, CHRISTOPHER J	35,260.40
GUINEN, GLEN R	216.00
KRIG, CHARLENE M	5,175.00
LANDERS, NANCY J	3,344.64
MASON, JILL M	48,814.43
MCGOWAN, HEATHER D	55.00
O'BRIEN, JEFFERY J	30,790.32
O'CONNOR, LISA	200.00
PATZ, MARY ANN	5,490.00
SEWER, ERIK A	4,542.72
WALDMAN, HELGA M	410.00
<b>sub-total</b>	<b>247,526.14</b>

## COUNCIL ON AGING

BLEZARD, NANCY H	2,559.00
BUSTARD, PENELOPE	21,021.00
CROTEAU, AUDREY E	345.60
CROWELL, GALE	31,336.04
DAVENPORT, HILDA M	5,063.50
DEFLAMINIS, ALBERT D	10,712.58
ELDREDGE, DANIEL E	13,588.32
FOLEY, BARBARA-ANNE	48,251.87
KIRCHNER, NANCY J	679.68
MURRAY, JUDITH	5,300.00
NEWTON, PHYLLIS B	855.00
SPEAKMAN, JANICE	554.30
STARKWEATHER,	
MAUREEN	40,352.91
WILLETT, ROSE P	5,742.00
<b>sub-total</b>	<b>186,361.80</b>

## LIBRARY

ARNEMANN, JOHANNE M	68.64
BUCKWOLD, JUELL E	5,385.12
BURGESS, DONNA M	11,647.86
CENTRELLA, PATRICIA A	24,264.24
FAZZINA, MICHAEL D	1,182.94
FERREIRA, JOHN E	14,803.41
HEMMINGS, DOROTHY G	4,255.68
HEWITT, VIRGINIA	53,098.80
INMAN, PHILLIP E	5,032.56
KOSLOSKI, AMANDA J	1,277.45
KRAFT, VINCENT H	7,328.88
KRAUS, EILEEN F	5,830.29
KUEHN, ANDREA K	15,168.44
LATIMER, JO ANN E	40,265.50
LEVY, GRACE C	330.75
MARTELL, SUZANNE P	37,901.02



MCDONNELL, ROBERTA A	552.24
METZGER, MARY J	12,611.41
MUTCH, DIANNE L	28,208.23
NICHOLS, JUDITH H	17,454.11
PINA, JULIE	32,228.94
SMITH, REBECCA M	388.13
SPEAKMAN, REBECCA B	474.24
STELLO, KAREN	1,015.00
WALSMAN, CHARLES A	263.28
<b>sub-total</b>	<b>321,037.16</b>

## RECREATION & YOUTH

AMES, LEE A	30,719.78
BAKER, MORGAN L	545.75
BAKER, TAYLOR D	4,307.09
BLOOM, HELLA R	3,093.21
BRAMER, ALYSSA A	2,995.63
BROPHY, KERRIE MARIE	2,959.72
BURGESS, ERIC Z	1,595.64
BURNHAM, DANIEL T	1,766.00
CAPLICE, MICHAEL A	2,938.00
CARTER, JEFF	43,395.42
CARTER, SARAH E	3,280.90
CARUCCI, MICAELA A	2,510.00
CHILAKA, AMANDA C	1,318.50
CRAPULLI, KATIE E	1,641.89
DALEY, JAMES I	3,543.97
DALEY, WILLIAM	2,398.07
DECHARLES, JACQUELINE M	3,600.22
DISTASIO, ELIZABETH S	3,159.02
DISTASIO, MARGARET T	3,441.77
DOHERTY, ELIZABETH A	2,150.50
DOHERTY, WILLIAM J	410.00
DOLAHHER, KATHRYN E	2,815.35
DONOVAN, CAROLINE S	3,269.90
DONOVAN, ROBERT	76.50
ELKAMOUNY, SAMIR T	1,733.25
ESTON, MICHELLE A	3,419.84
FENNELL, WILLIAM J	3,385.52
FOX, MEAGHAN L	1,431.00
FRASER, SUSAN H	28,797.37
GANSHIRT, AMY C	5,083.75
GLENNON, JOHN J	1,485.00
GOODNOW, JEREMIAH K	320.00
GULOTTA, KATHERINE D	11,923.00
GULOTTA, VINCENT E	42,705.20
HOSSFELD, WHITNEY	2,976.22
HUGHES, ADAM F	1,740.00
JACOBS, COLIN	3,773.27
JAMOUS, AARON R	4,314.50

JENKINS, ZOE L	3,558.77
JOHNSON, LORI A	1,615.50
KELLY, RICHARD F	247.00
KETT, BRIAN E	1,755.00
KLIMENT, KYLE S	1,176.00
KNUTSON, MELISSA A	958.38
KORNACK, DAVID C	1,320.00
LAFORTUNE, HEATHER	2,106.02
LONDON, LISA D	1,950.00
LYONS, EMILY	2,837.44
MUGFORD, ALEXIS N	2,666.00
MURPHY, CAROLYN L	1,396.00
NIXON, DANIELLE M	1,436.50
NOVAK, JESSICA K	2,162.08
OSOWSKI, SARAH	943.02
PETERSON, CHRISTINE A	304.00
PRATT, HEATHER A	3,551.47
REEDY, ROBERT F	3,297.65
SCHMITT, JOANNA L	2,677.83
SCHWEIZER, ANN M	55,636.30
SINCLAIR, NEIL E	4,174.34
SPENCE, ALISON E	139.50
SWANSON, MEGHAN E	1,153.15
SWANSON, MICHELLE R	2,485.94
TANTILLO, AMY	2,786.08
TAYLOR, ASHLEY E	2,592.00
TUCKER, JOHN R	1,755.20
VEALE, CHRISTOPHER C	2,437.40
VEALE, FRANCIS J	6,292.00
VIETOR, MEREDITH L	1,004.52
WAYSTACK, KATERI G	752.25
WHITE, DANA A	2,680.20
WILSON, ALANA G	1,457.75
WITTENSTEIN, JONATHAN D	2,268.00
ZOINO, DANIELLE R	1,605.75
<b>sub-total</b>	<b>366,199.79</b>

## HARBOR

BROWN, MATTHEW C	900.00
CHANDLER, W L	38,653.92
COYLE, JAMES F	1,033.50
CUPOLI, MICHAEL T	348.75
GREENE, JILL E	13,578.40
KUNZ, FRANCIS C	1,368.00
LASKY, SCOTT S	6,350.50
LATIMER, BENJAMIN A	900.00
LEACH, THOMAS E	61,822.95
LUCAS, ADAM K	4,050.00
MCDERMOTT, PETER D	852.00
NIEMISTO, T W	1,998.00
O'NEILL, SEAN N	467.50

PROFT, HEINZ M	48,786.40
REYNDERS, JOHN R	5,235.00
SMELTZER, ROBERT	880.00
THOMSON, KEENAN D	3,915.63
THOMSON, LIAM	900.00
<b>sub-total</b>	<b>192,040.55</b>

#### **GOLF**

BERNDT, KATHLEEN H	7,090.00
BERNDT, WILLIAM G	5,690.00
BOOTH, REID N	4,425.00
BURKE, WILLIAM K	9,399.50
BURNHAM, SHAYNE R	2,735.00
CANTO, RICHARD A	41,986.81
CREEDON, JOHN J	5,169.25
DICAPUA, ARTHUR	3,225.00
DOMOS, PAMELA R	17,508.45
DRUSHELLA, CRAIG A	4,190.00
FERNANDEZ, BRENDA J	4,135.00
FERNANDEZ, SHAWN M	57,767.43
GALEOTA, RALPH E	5,663.76
HALL, RAYMOND J	2,389.75
HANDREN, TROY R	3,162.50
HOYE, DENNIS P	58,918.47
JEWETT, JAMES R	5,386.50

KETT, TYLER J	3,540.00
LANGLOIS, DEAN W	39,291.35
LAVIERI, JOSEPH L	3,840.00
LEYVA, MAYLESE R	6,020.00
MCCARTER, ALLEN G	6,340.00
MCCARTHY, JOHN W	2,580.00
MCNULTY, JOSEPH E	35,037.20
MELLETT, THOMAS P	5,520.00
MULLENS, WILLIAM D	4,824.75
MURRAY, WILLIAM J	525.00
PARIS, EDWARD M	2,994.00
PERO, WALTER F	5,180.00
ROSE, ADAM A	1,405.25
ROSE, GILBERT H	39,946.29
RUANE, THOMAS G	4,550.00
RYDER, RAIN C	41,630.07
SIMS, FRANCIS X	7,909.00
SMITH, ALAN B	55,044.04
SOUZA, GARY A	10,632.00
TONER, ALISON A	5,110.00
VEILLETTE, NANCY M	6,435.78
VIERA, DONALD	16,013.75
<b>sub-total</b>	<b>543,210.90</b>

#### **Total YTD**

**Gross Wages: \$21,464,910.64**









# Citizens Activity Record Form

## Act Now - Serve Your Community

Town government needs citizens who are willing to give time in the service of their community. The Citizens Activity Record program was adopted by the Selectmen as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees.

Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

### CITIZENS ACTIVITY RECORD PROGRAM

#### BOARD OF SELECTMEN

732 Main Street, Harwich, MA 02645

Name \_\_\_\_\_

Street/P.O. Box \_\_\_\_\_ Town \_\_\_\_\_

Telephone \_\_\_\_\_

Occupation \_\_\_\_\_

Background/Experience \_\_\_\_\_

### LIST ORDER OF PREFERENCE

#### PLANNING & PRESERVATION

- ☐ Architectural Advisory Committee
- ☐ \*Board of Appeals
- ☐ Brooks Academy Museum Commission
- ☐ Building Code Board of Appeals
- ☐ Bylaw/Charter Review Committee
- ☐ Clean Beaches Advisory Committee
- ☐ \*Conservation Commission
- ☐ Cultural Council
- ☐ Designer Selection Review
- ☐ Harwich Center Initiative Committee
- ☐ Herring River Watershed Study Committee
- ☐ Historic District Commission
- ☐ Insurance Committee
- ☐ Local Partnership for Economic Development
- ☐ Long Pond Advisory Committee
- ☐ \*Planning Board
- ☐ Public Safety Committee
- ☐ Police Station Preliminary Planning Committee
- ☐ Real Estate, Open Space & Land Bank Committee
- ☐ Recycling Committee
- ☐ Shellfish & Marine Water Quality Committee
- ☐ Town Forest Committee
- ☐ Traffic Safety Committee
- ☐ Utility & Energy Conservation Committee
- ☐ OTHER \_\_\_\_\_

#### RECREATION

- ☐ Bikeways Committee
  - ☐ Golf Commission
  - ☐ Recreation & Youth Commission
  - ☐ Waterways Commission
- #### OTHER
- ☐ \*Board of Assessors
  - ☐ \*Board of Health
  - ☐ Cablevision Advisory Committee
  - ☐ Capital Outlay
  - ☐ Cemetery Commission
  - ☐ Channel 18 Advisory Committee
  - ☐ Community Center Facilities Committee
  - ☐ Community Center Pool Study Committee
  - ☐ Constable
  - ☐ Council on Aging
  - ☐ Disability Issues
  - ☐ Finance Committee
  - ☐ Harwich Housing Committee
  - ☐ Herring Supervisor (Voluntary)
  - ☐ Human Services Advisory Committee
  - ☐ School Building Committee
  - ☐ Shellfish Constable (Voluntary)
  - ☐ Technology Committee
  - ☐ Treasure Chest
  - ☐ Water Quality Task Force
  - ☐ Youth Consultation Committee

\*Please include a resume with form



## 2003 Committee Meeting Schedule

Committee	Date	Time	Meeting Room (TH)
Architectural Advisory Board	2 <sup>nd</sup> Tuesday	7:30 PM	Library
Bikeways	3 <sup>rd</sup> Wednesday	7:00 PM	Library
Board of Appeals	Last Wednesday	7:00 PM	Griffin Room
Board of Assessors	Each Tuesday	8:30 AM	Assessor's Office
Board of Health	As needed		
Board of Selectmen	Each Monday	7:00 PM	Griffin Room
Building Code Board of Appeals	As needed		
Conservation Commission	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays	7:00 PM	Sm. Hearing Room
Cultural Council	As needed		
Disability Rights	2 <sup>nd</sup> Tuesday	1:30 PM	Sm. Hearing Room
Golf Commission	2 <sup>nd</sup> Monday	6:30 PM	Sm. Hearing Room
Historic District Commission	4 <sup>th</sup> Tuesday	7:15 PM	Library
Human Services Advisory	As needed		
Local Partnership for Economic Development	1 <sup>st</sup> Wednesday	7:00 PM	Library
Planning Board	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays	7:00 PM	Griffin Room
Pleasant Bay Management	As needed		Library
Real Estate and Open Space	Each Thursday	8:30 AM	Library
Utility & Energy Conservation	3 <sup>rd</sup> Tuesday	3:00 PM	Library
Traffic Safety Committee	3 <sup>rd</sup> Thursday	7:00 PM	Library

## TOWN OF HARWICH -TELEPHONE NUMBERS

Office Hours: 8:30 am - 4:00 pm

### TOWN OFFICES

Animal Control Officer . . . . .	(508) 430-7565
Board of Assessors . . . . .	(508) 430-7503
Board of Registrars . . . . .	(508) 430-7517
Building Department . . . . .	(508) 430-7506
Cemetery Commission . . . . .	(508) 430-7549
Channel 18 . . . . .	(508) 430-7569
Community Center . . . . .	(508) 430-7568
Conservation Commission . . . . .	(508) 430-7538
Conservation Director . . . . .	(508) 430-7538
Council on Aging . . . . .	(508) 430-7550
Outreach Program . . . . .	(508) 430-7551
Disposal Area Scalehouse . . . . .	(508) 430-7558
Family Resource Center (Albro House) . . . . .	(508) 430-2355
Family Resource Center Director . . . . .	(508) 430-7836
Harbormaster . . . . .	(508) 430-7532
Harbor Workshop . . . . .	(508) 430-7529
Health Department . . . . .	(508) 430-7509
Highways & Maintenance . . . . .	(508) 430-7555
Inspectors (Gas, Wiring, Plumbing) . . . . .	(508) 430-7507
Planning Board . . . . .	(508) 430-7511
Recreation & Youth . . . . .	(508) 430-7553
Recreation Director's Office . . . . .	(508) 430-7554
Beach Sticker Sellers (June - Labor Day) . . . . .	(508) 430-7638
Selectmen's Office . . . . .	(508) 430-7513
TTY (For the Hearing Impaired) . . . . .	(508) 430-7537
Town Accountant . . . . .	(508) 430-7518
Town Administrator . . . . .	(508) 430-7513
Town Clerk . . . . .	(508) 430-7516
Town Engineer . . . . .	(508) 430-7508
Town Nurse . . . . .	(508) 430-7505
Town Planner . . . . .	(508) 430-7511
Town Treasurer/Tax Collector . . . . .	(508) 430-7501
Veterans' Agent . . . . .	(508) 430-7510
Water Department . . . . .	(508) 432-0304

### LIBRARIES

Brooks Free Library . . . . .	(508) 430-7562
Chase Library . . . . .	(508) 432-2610
Harwich Port Library . . . . .	(508) 432-3320

### CRANBERRY VALLEY GOLF COURSE

Administration/Pro Shop . . . . .	(508) 430-5234
Maintenance . . . . .	(508) 430-7561
Tee Times . . . . .	(508) 430-7560

### SCHOOL DEPARTMENT

Business Office . . . . .	(508) 430-7203
Elementary School . . . . .	(508) 430-7216
Middle School . . . . .	(508) 430-7212
High School . . . . .	(508) 430-7207
Superintendent of Schools . . . . .	(508) 430-7200

\*\*\*\*ALL EMERGENCY CALLS . . . . . 911 \*\*\*\*

### POLICE DEPARTMENT

Emergency Calls . . . . .	(508) 432-1212
Other Calls . . . . .	(508) 430-7541

### FIRE DEPARTMENT

Emergency Calls . . . . .	(508) 432-2323
Other Calls . . . . .	(508) 430-7546